

MUD Board Member Job Description and Expectations

Summary:

This is a position of leadership, governance and direct service. As a collective body, the Board oversees the management of MUD in a manner that fosters organizational health and viability. As a working board, the Board is responsible for seeing that organizational tasks are delegated and carried out by staff, volunteers and board members. Board work is guided by the mission, vision, and determined strategic priorities.

Roles and Responsibilities

General

- Attend monthly Board meetings. Missing 3 or more Board meetings in a 12 month period is grounds for resignation.
- Serve on a minimum of 2 committees.
- Come prepared to all meetings.
- Commit 3-5 hours/week of direct service work including committee work and meetings in addition to regular board meetings.

Job Relationships

- Give direction to staff as a cohesive and collective body as designated by the board.
- Foster a supportive, productive and professional partnership with staff, volunteers and the community.
- Work closely with other Board members.
- Act as a spokesperson and ambassador of MUD to the Missoula and donor community. Portray MUD in a positive and professional manner.
- Actively seek out and build community relationships to develop support for MUD and its mission.
- Attend and recruit others for all MUD events and fundraising activities.

Administrative

- Nominate and approve new Board members and officers
- Assist in orienting new Board members
- Participate in an annual self-evaluation of the Board
- Participate in implementing long-range planning and evaluation
- Participate in the authorization of contracts, leases and expenditures

Finances

- Assume responsibility for the fiscal oversight of MUD
- Create, review, adopt and monitor the annual budget
- See that sound fiscal policies and procedures are in place

Fundraising

- Actively participate in fundraising efforts
- Develop ideas for fundraising efforts
- Encourage contacts to become MUD members and donate to the organization
- Make an annual donation which constitutes a substantial personal gift

Policy

- Adhere to MUD's policies when on MUD property, at MUD meetings or events, or otherwise working for, representing, or acting on behalf of MUD
- Identify, develop, approve, update and implement policies needed as MUD grows and changes
- Amend and adopt by-laws as needed

Knowledge, Skills and Abilities

- Maintain up-to-date working knowledge of MUD policy, procedures, history, hours, staff, programs, events, and long term plans. Read all email updates provided by staff and board and familiarize yourself with the website and documents provided during orientation.
- Work cooperatively and effectively with staff, volunteers, board and the community
- Take responsibility for your part in communication and work towards resolution of communication breakdowns/problems
- Maintain an interest in and respectful attitude towards all people involved or potentially involved with MUD
- Contribute professional skills and connections
- Continue to acquire and improve professional skills that are relevant and necessary for the organization
- Demonstrate an ability to envision the "big picture" possibilities for development of the organization while keeping an eye on the daily details.

I, _____, have read and agree to this job description and understand that failure to meet these responsibilities is grounds for resignation or termination from the Board of Directors.

Signature:

Date: