



### **Board of Directors Responsibilities**

Our Board members have a number of roles to play in our organization. The most important of them is to ensure strong fiduciary oversight and financial management.

Additionally, all Board members have a 'Duty of Care', 'Duty of Loyalty' and 'Duty of Obedience':

*Duty of Care* means to take care of our organization to ensure appropriate and prudent use of all assets, including financial, people, facilities and good will

Duty of Loyalty means to ensure all transactions and activities advance our mission. Recognize and disclose conflicts of interest. All decisions made *are in the best interest of the organization, not in the best interest of any individual Board member, other individual or non-profit*

Duty of Obedience – ensures our organization adheres to its mission, abides by its Bylaws and is in compliance with applicable laws and regulations

Set our mission, purpose and goals.

Sign annual Conflict-of-Interest disclosure.

Abide by policies and by-laws

Personally thank donors.

Evaluate president and overall Board performance.

Maintain strict confidentiality of all internal matters.

Vetting and onboarding of prospective Board of Director members.

Make a personal monetary donation annually. The gift can be large or small but should be one that the board member is proud of.

Read and become familiar with all the materials provided to you and don't be afraid to ask questions!



# Friends of Carnwath Farms

Historic Site & Park, Inc.

## Position Descriptions

### Executive Board

- President:**
- Create meeting agendas
  - Chair meetings of Board of Directors and membership
  - Draft correspondence
  - Liaison to Town Board for project approval
  - Attend committee meetings as appropriate
  - Promote organization at events, recruit new members
- Vice President:**
- Co-chair meetings or chair in president's absence
  - Draft correspondence
  - Attend committee meetings as appropriate
  - Interview prospective, independent auditors
  - Promote organization at events, recruit members
- Secretary:**
- Attend meetings, take comprehensive meeting minutes
  - Email and/or mail minutes within seven (7) days of meeting
  - Possess good computer skills
  - Send meeting agendas to Board members a week in advance
  - Join and participate in at least one committee
- Treasurer:**
- Collects dues and monetary donations
  - Prepare annual income expense budget
  - Prepare and present Treasurer's report at each Board of Director meeting
  - Pay bills as approved by Board of Directors
  - Provide year-end financial report to Board and members
  - Interview prospective, independent auditors
- Board Member**
- Willing and able to devote time to organization, attending meetings and events
  - Join and participate in at least one committee
  - Bring skills to the Board
  - Be proactive and engaging with the Board, committees and public

## Committee Chairs

Audit:	With vice president and treasurer, Interview prospective, independent auditors Schedule audit Provide all necessary support and assistance
Communications:	Maintain social media platforms, get postings approved by at least one (1) Board member Provide information for articles to news outlets Advertise events Provide content for website
Ecology:	Perform quarterly walk-through of the grounds and trails to determine any issues. Provide updates of issues on grounds and trails at quarterly meetings. Schedule grounds and trail cleanup days.
Events:	Plan and implement Board of Director-approved events Recruit volunteers, assign duties Coordinate with Communications chair Solicit sponsors
Gardens:	Design and maintain gardens Solicit donations of plans, materials and tools Schedule, coordinate and run cleanup and work days
Membership:	Maintain member database Collect member applications Solicit new members at events
Retail:	Order merchandise Maintain inventory Process sales, provide receipt copies and money to treasurer
Restoration/ issues Maintenance	Perform quarterly walk-through of buildings and facilities to determine any issues Provide updates of issues on buildings and facilities at quarterly meetings Schedule cleaning days