



At-Large Board Member Job Description

Board members at-large are elected to hold office for a three-year term, eligible for re-election at the end of each term.

Requirements:

- Be a current GEAS Member
- Commitment to giving the time and effort necessary to meet the responsibilities of a GEAS Board member.
- Dedicated to the mission and success of GEAS.
- Willingness to seek out and implement best practices of nonprofit governance.
- Ability to work as an effective team member with the Board and Executive Director.
- Able to build and maintain collegial working relationships that contributes to Board effectiveness.
- Able to respond to Board and staff communications and requests in a timely manner.

Time Commitment: On average 2 hours per week (board meetings, meeting material review, committee involvement)

Responsibilities:

Overall governance of GEAS by establishing and monitoring high level governance policies.

Follow GEAS bylaws, policies, and board resolutions.

Establish strategic purpose and direction toward the GEAS mission by participating in regular strategic planning and monitoring.

Support the Executive Director, including participating in evaluation of responsibilities and yearly objectives.

Be an active advocate and ambassador for the organization helping to develop and strengthen partnerships.

Make at least two donations to GEAS per year at a level that is meaningful to you, at a minimum of \$10 per donation.

Actively engage in fundraising for the organization helping to identify and secure financial resources to advance its mission.

Ensure the financial health and sustainability of GEAS through approval of sound financial policies and practices and diligent review of financial reports.

Regularly attend monthly board meetings. (*more than two absences not communicated in a year qualifies as resignation from the position.*)

Serve on at least one GEAS committee.

Volunteer or participate in at least one GEAS event per year (plantings, field trips, etc.) to better understand the work of GEAS. If possible, meet and engage with GEAS members by attending 1-2 monthly GEAS program meetings a year (held the 4th Tuesday of most months) .

Stay informed about Board policies and committee matters.

Prepare well for board meetings by reviewing provided materials in advance.

Actively and collaboratively participate in Board discussions and decision making.

Sign an annual conflict-of-interest disclosure, updating it during the year if necessary, as well as disclose potential conflicts before meetings to the Board President and actual conflicts during meetings.

Maintain confidentiality about sensitive internal matters of GEAS.

What GEAS Commits To Board Members:

- Board member orientation and ongoing board development opportunities
- Timely access to information needed to make sound decisions
- GEAS business is conducted in an open and transparent manner
- Board meetings are efficient and productive
- Respect and encouragement of a diversity of perspectives, experiences, and ideas
- An organizational culture that is positive, collaborative, and forward thinking