

Board Member Expectation Document

Western Great Lakes Bird and Bat Observatory

Approved by Board of Directors on 02-09-2017

General Expectations

1. Assist in development and support of the Observatory's mission, purposes, goals, policies and programs with an awareness of its strengths and needs, as well as your own.
2. Recommend possible nominees to the Board who are people of achievement and can make significant contributions to the work of the Board and the fulfillment of the Observatory's mission.
3. Serve on committees of the Board as requested by the Chair.
4. Attend activities and events sponsored by the Observatory when possible.

Meetings and Participation

1. Prepare for and participate in the Observatory's Board meetings, scheduled committee meetings and Observatory activities.
2. Actively participate in Board and committee meetings consistent with your knowledge, experience and ethics.
3. Support the majority decision on issues decided by the Board.
4. Maintain confidentiality of the Board's executive sessions, and speak for the Board or the Observatory only when authorized to do so.
5. Suggest agenda items for Board and committee meetings to ensure that significant policy-related matters are addressed.
6. Recognize and support the activities of the staff as managed by the Director of the Observatory.

Avoiding Conflicts of Interest

1. Serve the Observatory as a whole rather than representing a special interest group or constituency.
2. Annually review, sign and abide with the Observatory's Conflict of Interest Policy.

Fiduciary Responsibility

1. Exercise prudence and sound fiscal practices with the Board in the control of and transfer of Observatory funds.
2. Be familiar with the Observatory's financial statements and assist the Board in fulfilling its fiduciary responsibilities.

Fund Raising

1. Join the Observatory's Friends group.
2. Make an annual gift to the Observatory according to your personal means.
3. Recognize that Board members are expected to be leaders in all aspects of the Observatory, including fund development.
4. Assist the Board in developing and implementing strategies to further the financial stability and growth of the Observatory.

The Observatory's Commitment to Board Members

1. Provide an opportunity for meaningful and rewarding service.
2. Provide information in a timely manner to make effective decisions.
3. Schedule meetings in advance with adhered-to start and end times.
4. Make meetings brief, relevant, interesting, and informative.
5. Respond to questions and concerns as well as possible.
6. Encourage feedback and criticism.
7. Sustain an organization that will make all parties proud.