

FGBC Board Responsibilities

The FGBC Board can protect itself, and govern the organization, by understanding what is required of it.

Each Board member should be committed to the organization's mission. Directors should ensure that they are interested in and understand the activities of the organization, the environment in which it exists and the challenges and risks it faces. They should learn about the structure of the organization by reviewing its governing documents, policies and minutes of board and committee meetings from the past year, as well as any literature produced as part of the organization's programs. Directors should seek out information from management where required to gain this understanding

As a group, the Board responsibilities are:

1. Determine the Organization's Mission and Purposes

A statement of mission and purposes should articulate the organization's goals, means, and primary constituents served. It is the Board of Directors' responsibility to create the mission statement and review it periodically for accuracy and validity. Each individual board member should fully understand and support it.

2. Ensure Effective Organizational Planning

As stewards of an organization, boards must actively participate with the staff in an overall planning process and assist in implementing the plan's goals.

3. Ensure Adequate Resources

One of the Board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission. The Board should work in partnership with the chief executive and development staff, if any, to raise funds from the community.

4. Manage Resources Effectively

In order to remain accountable to its members, donors, and the public, and to safeguard its tax-exempt status, the Board must assist in developing the annual budget and ensuring that proper financial controls are in place.

5. Determine, Monitor and Strengthen Programs and Services

The Board's role in this area is to determine which programs are the most consistent with the organization's mission, and to monitor their effectiveness.

6. Enhance the Organization's Public Image

An organization's primary link to the community, including constituents, the public, and the media, is the Board. Clearly articulating the organization's mission, accomplishments, and goals to the public, as well as garnering support from important members of the community, are important elements of a comprehensive public relations strategy.

7. Ensure Legal and Ethical Integrity and Maintain Accountability

The Board is ultimately responsible for ensuring adherence to legal standards and ethical norms. Solid personnel policies, grievance procedures, and a clear delegation to the chief executive of hiring and managing employees will help ensure proper decorum in this area. The Board must establish pertinent policies, and adhere to provisions of the organization's Bylaws and Articles of Incorporation.

8. Recruit and Orient New Board Members; Assess Board Performance

All boards have a responsibility to articulate and make known their needs in terms of member experience, skills, and many other considerations that define a "balanced" board composition. Boards must also orient new board members to their responsibilities and the organization's history, needs, and challenges. By evaluating its performance in fulfilling its responsibilities, the board can recognize its achievement and reach consensus on which areas need to be improved.

As an individual, Board members are expected to:

- Join and participate actively in the activities of at least one committee of the organization;
- Pay for a ticket to and attend the FGBC's annual GreenTrends conference;
- Make every reasonable effort to annually bring financial support from external sources to the FGBC;
- Leverage personal relationships with others (including corporations, professional service firms, foundations, individuals and government agencies) to assist the staff of the FGBC with implementing fundraising strategies, including adding names of potential sources of support to the FGBC's mailing list;
- Act as an ambassador for the FGBC with respect to dealings with the general public, donors, government agencies and clients;
- Advise the Chair of the Nominating Committee upon a change in the director's professional responsibilities (such as resignation or change of employment) and prior to accepting an invitation to serve on another board of directors;
- Act as a mentor to other directors; and
- Suggest to the Nominating Committee any potential Board candidates who fulfill the Board's criteria for directors and who could make significant contributions to the Board and the FGBC.

Regarding Board meetings, each director is expected to:

1. Attend and participate actively at Board and committee meetings,
2. Review meeting materials and agendas in advance;
3. Request other information from management and trustworthy and reliable experts where appropriate before making decisions or taking actions; and
4. Be sensitive to indications of potential problems or concerns and make further inquiry until reasonably satisfied that management is dealing with those concerns appropriately.

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