



Board Information

Guidelines on General Expectations and Responsibilities

SUMMARY: As a member of the Board of Directors, you assume responsibility for ensuring that the organization fulfills its mission to strengthen the outdoor recreation industry for the Pikes Peak region through leadership and collaboration.

Specifically, Board members are expected to do the following:

- Support and uphold the mission and values and goals of PPORA
- Actively participate in defining and implementing the organization's strategic vision and plans for the future
- Contribute an average of 4-6 hours monthly
- Attend bi-monthly board meetings
- Attend most Advisory Council meetings
- Actively participate in at least one board committee
- Support fundraising efforts
- Make a financial gift of personal significance
- Be familiar with the organization's bylaws, personnel policies, and other key policies guiding governance and operational practices
- Understand and respect board-staff boundaries
- Participate in the annual evaluation of the executive director
- Assist in identifying prospective board members

In general board members are expected to fulfill their legal and fiduciary responsibilities by completing the following:

SERVICE

- To prepare for, and attend in their entirety, board meetings
- To serve in leadership positions and committee assignments willingly and enthusiastically when asked
- To bring a sense of humor to the board's deliberations
- To apply obedience to the law of the governance documents, a duty of care and loyalty to the organization

POLICY AND PLANNING

- To participate in the development and establishment of policies through which the work of the organization is accomplished



- To suggest policy-related agenda items for meetings and ask timely and substantive questions, while supporting the majority decision on matters decided by the board
- To help ensure effective organizational planning by reviewing, critiquing and approving annual budgets and work plans, as well as long-range plans
- To identify changing consumer, constituency and stakeholder interest and build stakeholder investment

FINANCES

- To ensure the organization's long-term financial stability and integrity
- To adopt an annual budget that is financially responsible
- To ensure that periodic audits of the organization's finances are conducted and otherwise assist the Board to fulfill its fiduciary responsibility

DEVELOPMENT

- To make every effort to ensure that the organization has the resources to meet current and long-term financial solvency
- To make a financial gift to the organization that is personally significant
- To understand and support the organization's fund development efforts, even if you are not expected to ask for funds yourself
- To use every opportunity to heighten the profile of the organization in the community and to its members/constituents

INTEGRITY

- To maintain independence and objectivity and serve with a sense of ethics and personal integrity
- To fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest; or information of fact that would have significance in board decision-making
- To exercise the powers invested for the good of all members of the organization, or of the entity you represent, rather than for personal benefit
- To respect the confidentiality of sensitive information known due to board service
- To respect the diversity of opinions as expressed or acted upon by the board, its committees and membership, and formally register dissent as appropriate
- To promote collaboration, cooperation, and partnership among the board, staff, and members

SELF-ASSESSMENT



To participate in the board's periodic assessment of its own performance and recommend improvement in such areas as composition, organization, tenure, retention, and responsibilities.



Legal Duties of the Board

Under well-established principles of nonprofit corporation law, a board member must meet certain standards of conduct and attention in carrying out his or her responsibilities to the organization. Several states have statutes adopting some variation of these duties that would be used in court to determine whether a board member acted improperly. These standards are usually described as the duty of care, the duty of loyalty, and the duty of obedience.

DUTY OF CARE

The duty of care describes the level of competence that is expected of a board member and is commonly expressed as the duty of “care that an ordinarily prudent person would exercise in a like position and under similar circumstances.” This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.

DUTY OF LOYALTY

The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means that a board member can never use information obtained as a member for personal gain but must act in the best interests of the organization.

DUTY OF OBEDIENCE

The duty of obedience requires board members to be faithful to the organization’s mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public’s trust that the organization will manage donated funds to fulfill the organization’s mission. This duty also requires board members to obey the law and the organization’s internal rules and regulations.



Board Member Application

Name: _____

Date: _____

Employer: _____

Position: _____

Home Address _____

City/Zip: _____

As a member of the Board of Directors, you assume responsibility for ensuring that the organization fulfills its mission to strengthen the outdoor recreation industry for the Pikes Peak region through leadership and collaboration. Our Board is composed of a cross-section of the outdoor recreation industry in the Pikes Peak region, consisting of representation from businesses, nonprofits, and land managers. Board terms are three years in length with two consecutive terms allowed.

Board members are expected to do the following:

- Support and uphold the mission and values and goals of PPORA
- Actively participate in defining and implementing the organization's strategic vision and plans for the future
- Contribute an average of 4-6 hours monthly
- Attend bi-monthly board meetings
- Attend most Advisory Council meetings
- Actively participate in at least one board committee and/or task force
- Support fundraising efforts
- Make a financial gift of personal significance
- Be familiar with the organization's bylaws, personnel policies, and other key policies guiding governance and operational practices
- Understand & respect board-staff boundaries
Participate in the annual evaluation of the executive director/Assist in identifying prospective board members



Please complete the following to help us better understand who you are and how your potential contributions might fit with the organization and help us accomplish our mission.

1. Please *briefly* describe your academic and professional background, and other relevant experience.
2. Why do you seek a position on this board?
3. Please briefly outline the specific skills you bring, or contributions you hope to make, to this board.
4. Are you currently serving on a board of directors for another organization? If so, please list organization name and your position/role.
5. Please list all previous board service experience.

<u>Organization</u>	<u>Position/ Role</u>	<u>Dates of Service</u>
---------------------	-----------------------	-------------------------

6. What is your preferred method of contact/communication? (Please Circle)

Email Phone Call Text Message