



Board Members SOP



Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Prescribed Fire (BEST) to support the organization's mission and needs.

Mission statement:

Prescribed Fire and Training aligns and equips business leaders to use the power of business to promote RX Fire in their local communities and abroad.

Major responsibilities:

- Organizational leadership and advisement
 - Organization of the board of directors, officers, and committees
 - Formulation and oversight of policies and procedures
 - Financial management, including adoption and oversight of the annual budget
 - Oversight of program planning and evaluation
 - Personnel evaluation and staff development
 - Review of organizational and programmatic reports
 - Promotion of the organization
 - Fundraising and outreach
- Length of Term:

We are asking members to commit to a minimum of 1-2 years. We want to move toward a board in which half of the members rotate out each year. After this first year, we will be asking for a commitment of two years, which may be renewed up to a maximum of four consecutive terms, pending approval of the board. Meetings and Time Commitment:

- The BEST Board of Directors is a working board that will need board members to be able to commit to 2-5 hours/Year for meetings and work on behalf of BEST.
- The board of directors will meet Yearly. Meetings typically last 2 hours.
- Committees of the board will meet as necessary to accomplish goals and responsibilities.
- Board members are asked to attend at least one special event per year.



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Expectations of Board Members:

- Attend and participate in meetings regularly and in at least one special event per year.
- Participate on a standing committee of the board and serve on ad-hoc committees as necessary.
- Advise and advance the start-up phase in your area of expertise.
- Help communicate and promote BEST mission and programs to the community.
- Become familiar with BEST finances, budget, and financial/resource needs.
- Financially support BEST or help to build financial support for BEST.

Board Positions and Responsibilities:

A. President/Chair of the Board

1. Partners with the Director to establish and achieve the organization's mission
2. Provides leadership to the Director, who sets policy and to whom the Director is accountable.
3. Chairs meetings of the Board after developing the agenda with the Director.
4. Encourages Board's role in strategic planning.
5. Appoints the chairpersons of committees, in consultation with other Board members.
6. Serves ex officio as a member of committees and attends their meetings when invited.
7. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
8. Monitors financial planning and financial reports.
9. Formally evaluates the performance of the Executive Director and informally evaluates the effectiveness of the Board members.
10. Evaluates annually the performance of the organization in achieving its mission.
11. Performs other responsibilities assigned by the Board.

B. Vice President

1. Performs Chair responsibilities when the Chair cannot be available (see Chair Job Description)
2. Reports to the Board's Chair
3. Oversees Board Development (develops plan to recruit potential board members and makes recommendations to Board)
4. Participates closely with the Chair to develop and implement officer transition plans.
5. Performs other responsibilities as assigned by the Board.



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C. Secretary

1. Maintains records of the board and ensures effective management of organization's records
2. Ensures agendas are distributed before each meeting
3. Manages minutes of board meetings
4. Ensures minutes are distributed to members shortly after each meeting
5. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings

D. Budget/Finance Director (Contracted)

1. Familiarity with Quickbooks.
2. Review budgets initially prepared by staff, to help develop appropriate procedures for budget preparations, and on a consistency between the budget and the organization's plans
3. Report to the board any financial irregularities, concerns, opportunities
4. Recommend financial guidelines to the board
5. Work with staff to design budget reports and ensure that reports are accurate and timely
6. Advise the executive director and other appropriate staff on financial priorities and information systems, depending on committee member expertise.

E. Events Director

1. Works with Director and Board to set event calendar for each year.
2. Works with events committee members to oversee planning of events
3. Communicates and coordinates with director and appropriate committees as necessary.

F. Website Development Director

1. Creates website for BEST.
2. Develops website as necessary.
3. Maintains website.



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G. Marketing and Public Relations Director

1. Creates marketing and a PR strategy.
2. Markets events and programs to the local community.
3. Builds PR with local media outlets.

H. Business Partnerships Director

1. Build partnership with businesses that are part of the BEST Alliance.
2. Receive feedback about BEST programs and advise continual improvement of business-facing initiatives.
3. Build partnerships with new businesses

I. Fundraising Strategy Director

1. Work with staff to establish a fundraising plan that incorporates a series of appropriate vehicles, such as special events, sponsorship, etc.
2. Work with Director in efforts to raise money.
3. Take the lead in certain types of outreach events, such as planning a fundraising party, etc.
4. Be responsible for involvement of all board members in fundraising.
5. Monitor fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost effective.

J. Non-profit Incorporation/501(c)3 Director

1. Advise Director and board on non-profit incorporation, by-laws, and other nonprofit requirements.
2. Work with Director and board to apply for 501(c)3 status. 3. Advise on legal requirements for maintaining 501(c)3 status.