



Board Member Responsibilities and Duties

The mission of Mount Pisgah Arboretum is to engage people with nature through interactive learning and stewardship.

Board responsibilities include the following:

- 1. Determine the organization's mission and purposes.**
It is the board's responsibility to create, review, revise as necessary, and promote a statement of mission and purpose that articulates the organization's goals.
- 2. Hire, support, and evaluate the Executive Director.**
Board members must reach consensus on the Executive Director's responsibilities and undertake a careful search to find the most qualified individual for the position. Thereafter, the board should ensure that the Executive Director has the moral and professional support he or she needs to further MPA's goals.
- 3. Ensure effective organizational planning.**
The board, working with key staff, is responsible for strategic planning for the organization.
- 4. Ensure adequate resources.**
Most of MPA's funds come from membership dues and donations, rental and educational program fees, and grants. The board and its Development Committee work with key staff to maintain and enhance those funding streams. The board is also responsible for reviewing, generating, and approving other possible sources of income.
- 5. See that resources are managed effectively.**
The board must ensure that funds are spent appropriately and ensure that adequate financial controls are in place. The board helps develop and approve the annual budget. This is one of the board's most significant annual policy decisions because it sets in motion a host of programs, personnel, and other priorities.
- 6. Determine and monitor the organization's programs and services.**
The board reviews and approves programs and policy recommendations suggested by committees and the executive director. The board's role is to question whether current or proposed programs and services are consistent with MPA's mission and values. In addition, the board defines policy when appropriate.

7. **Build a competent board.**
The board is responsible for articulating prerequisites for board candidates, orienting new board members, and periodically evaluating its own performance.
8. **Ensure legal and ethical integrity.**
The board is ultimately responsible for adherence to legal standards and ethical norms and upholding MPA's bylaws.
9. **Enhance the organization's public image.**
Board members must be able to articulate MPA's mission, and understand and support its programs to be good ambassadors to our community.

Specific board member duties include:

1. **Participation in board meetings and events**
 - a. Attend board and committee meetings (as applicable).
 - b. Serve on at least one committee.
 - c. Come to meetings prepared, and participate in discussions and decisions.
 - d. Communicate with other board members and staff in a thoughtful and respectful manner.
 - e. Participate, to the extent possible, in annual board/staff retreat, summer celebration, Wildflower and Mushroom Festivals, and other public outreach events.
2. **Membership in the organization.**
Annual membership at a level that is personally meaningful is expected from all board members.
3. **Active participation in one or more fundraising activities.**
This may include individual solicitations and/or special events.
4. **Time commitment.**
Serve a three-year term with an expected 5-8 hours per month on board and/or committee business.