

Board of Directors

PPPF Chapter

The Board has the power to conduct, manage, and direct the business and affairs of the chapter.

The Board will consist of not less than three (3) and not more than fifteen (15) directors with voting rights. In addition, the Board may include not more than five (5) ex officio directors without voting rights.

There will be three classes of directors. Class I directors will have an initial term of one year. Class 2 directors will have an initial term of two years. Class 3 directors will have an initial term of three years. After the expiration of these initial terms, all classes will have terms of three years. Each director shall hold office until a successor has been elected and qualified, or until the director's earlier death, resignation, or removal.

Park/forest manager or designee will serve as ex officio director without voting rights.

Honorary or emeritus directors with no voting rights may be elected by the board.

Directors will receive no salary for their services as directors.

Officers:

Chair and Vice-Chair. The Board may elect from among the voting directors of the Board a chair and one or more vice-chairs. The chair of the Board will be the chief executive of the corporation and shall preside at meetings of the Board. He/she assumes leadership role and sees that all orders and resolutions of the board are carried into effect. The chair orients new board members, appoints committee chairs, organizes evaluation of the chapter, and mediates conflict as needed. In the absence of the chair, a vice-chair, shall preside at meetings of the Board and shall perform such other duties as may be requested by the Board.

Secretary. The secretary will be the secretary of the Board. The secretary shall take minutes of Board meetings and shall record attendance and votes of the directors. The secretary shall see that notices are given in accordance with the bylaws or as required by law; be custodian of the corporate records and the corporate seal, if any; and in general shall perform all duties of the office of secretary and as may be assigned by the Board or by the chairperson.

Treasurer. The treasurer will be the treasurer of the Board. Unless otherwise directed by the Board, the treasurer will have the following duties: have or provide for the custody of the funds or other property of the corporation; collect and receive, or provide for the collection and receipt of, moneys earned by or in any manner due to or received by the corporation; and deposit all funds collected as treasurer in account managed by PPF according to PPF financial policies. Treasurer can also request disbursements from account and maintains accurate records. The treasurer shall also perform other duties as may from time to time be assigned by the Board or by the president.

Recruiting Board Members

Look for members who:

- Are local to the park or forest, or members who can commit the time to travel to board meetings if they are not local.
- Are friendly and people-oriented.
- Can give or raise money.
- Have an ability to work well with others and have an ability to follow through on commitments.
- Have time to give and a willingness to give it.
- Have an interest in and enthusiasm for the park or forest, and the goals of the chapter.
- Have a genuine desire to serve and are not self-serving.
- Have good judgment and an open mind.
- Bring skills or talents to the board that are not already represented and that support the goals of the chapter.
- Have good community credibility and visibility.
- Represent a diverse cross section of the population utilizing the park or forest.
- Have an ability to listen, analyze and think clearly.
- Work well with individuals and groups.
- Are willing to attend board and committee meetings.
- Are willing to develop skills, if needed, to improve the effectiveness of the board.
- Demonstrate honesty, tolerance, and a commitment to the cause.

Keeping Board Members

- Define roles for board members that utilize their talents.
- Keep members informed—send meeting minutes out in a timely fashion, send them copies of press releases, etc.
- Keep meetings moving—everyone has a limited amount of time to give; honor that by sticking to a preset agenda and moving the meeting in a timely fashion.
- Celebrate! Successes, achievements, contributions....
- Thank board members for their time, energy and talents.
- Help board members achieve their goals and recognize achievement.

The Job of the Board

1. Determine the mission and purpose of the chapter, in cooperation with the park or forest staff.
2. Provide planning and guidance.
3. Ensure adequate resources for the functioning of the chapter.
4. Develop and approve the annual budget; ensure proper financial controls.
5. Enhance chapter's public standing—articulate the mission, garner support for the chapter and its programs, improve public relations.
6. Recruit and orient new board members.
7. Adhere to legal and ethical standards of operation.
8. Assure that the chapter has enough people to accomplish the goals of the chapter.
9. Assure appropriate meeting content and process.

Role of Individual Board Members

- Attend all board and committee meetings to which you are elected.

- Be informed about the chapter’s mission, services, policy and program.
- Review agenda and supporting material prior to meetings.
- Serve on committees.
- Make a personal financial contribution to the organization.
- Inform others about the organization.
- Suggest possible nominees to the board or committees.
- Keep up to date on policies and happenings.
- Assist in carrying out fiduciary responsibilities.
- Follow Robert’s Rules of Order at meetings.

Board Committee Descriptions

Purpose of Committees: Committees are established to facilitate the work of the board. Each committee is responsible for the overall direction of its area. Committees are composed of members of the board, as well as staff or non-board members, as appropriate. The board chair or president and park manager/district forester is an ex-officio member of the committee. Committee chairs are appointed by the board president/chair and provide written reports on their committee’s progress at each board meeting and convene committee meetings as needed.

Potential Standing Committees	Their Typical Roles
Board Development	Ensure effective board processes, structures and roles, including retreat planning, committee development, and board evaluation; sometimes includes role of nominating committee, such as keeping list of potential board members, orientation and training
Executive	Oversee operations of the board; often acts on behalf of the board during on-demand activities that occur between meetings, and these acts are later presented for full board review; comprised of board chair, other officers and/or committee chairs (or sometimes just the officers, although this might be too small); often performs evaluation of chief executive
Finance	Oversees development of the budget; ensures accurate tracking/monitoring/accountability for funds; ensures adequate financial controls; often led by the board treasurer; reviews major grants and associated terms
Fundraising	Oversees development and implementation of the Fundraising Plan; identifies and solicits funds from external sources of support, working with the Development Officer if available; sometimes called Development Committee
Marketing	Oversees development and implementation of the Marketing Plan, including identifying potential markets, their needs, how to meet those needs with products/services/programs, and how to promote/sell the programs

Public Relations	Represents the organization to the community; enhances the organization's image, including communications with the press
Nominating	Identifies strengths and weaknesses of board, reviews job descriptions and committee charges, coordinates recruitment of new board members, develops board orientation, assists other committees in recruiting members, evaluates nominating process.
Volunteer Recruitment	Develops volunteer descriptions, matches volunteers to tasks, organizes volunteer recognitions, communicates with park/forest staff

Maintaining Healthy Boards

One job of the officers of a board of directors is the care and feeding of the directors. This means maintaining a sense of teamwork that is a key ingredient to a successful chapter.

One way of achieving teamwork is to monitor the needs of new and existing members, and to outfit the right person to tasks that need to be accomplished. Boards often run into problems when they assign a task to an inexperienced person.

Limiting the terms of office can also strengthen a board by keeping fresh leadership in the mix. It also motivates members to actively recruit new board members. Recruitment should include the entire board. When new members are recruited, pair them with an existing member to serve as a mentor and offer any necessary training to ensure a good and productive board member. Have an orientation session for new board members.

Boards, almost by definition, go through a natural energy ebb and flow. Don't be discouraged by this cyclical process; as long as the chapter has overall forward motion, things will be fine. Train your leaders! Training is important to ensure an adequate skill set to get the job accomplished.

Be flexible.

Web Resources

www.lasallenonprofitcenter.org

Great resource for classes, workshops and other links.

www.managementhelp.org

An extensive listing of non-profit topics.

www.boardsource.org

Building effective non profit boards—excellent resource.

www.genie.org