



## **Deschutes Land Trust**

### **Position Description: Board Member**

#### **Summary:**

Deschutes Land Trust Board members are Trustees of the Land Trust with fiduciary and governing responsibilities for the organization. Board members share responsibilities in leadership/governance, strategic planning, financial management, resource development, community relations, and operations. It is expected that members of the Board will assume different levels of responsibility in these areas, with the Board as a whole ensuring that all these functions are fulfilled. Board member involvement in these activities will include both individual action as well as participation on ad hoc and standing committees. Retiring Board members in good standing will be offered a steward position unless they decline or choose an alternative role.

#### **Essential Functions:**

##### **Leadership and Governance**

- Build Board membership, which includes recruiting and ensuring that Board members are oriented, trained, evaluated, and recognized to strengthen Board service.
- Select and support the Executive Director, including reviewing performance regularly and providing on-going assistance as requested by the Executive Director.
- The Board is responsible for setting policy, reviewing policy, and overseeing implementation of policy that directs governance of the Land Trust.
- The Board supports incorporating the values of diversity, equity, and inclusion (DEI) in the governance and operations of the Land Trust.

##### **Strategic Planning**

- Set and/or review the organization's mission, values, and goals on an annual basis.
- Plan for the organization's future, on a long-term and short-term basis.
- Evaluate the organization's programs and operations on a regular basis.

##### **Financial Management**

- Ensure financial accountability of the organization, including approval of an annual financial audit and tax reporting compliance.
- Oversee an ongoing process of budget development, approval, and review.
- Oversee, manage, and maintain properties and investments the organization possesses.

## **Development**

- Ensure adequate resources to achieve the organization's mission and implement the organization's programs and projects.
- Provide oversight and support for development and execution of major fundraising campaigns, including major donor annual campaigns and capital campaigns.
- Participate in fundraising activities based on the individual's skills and background.
- Serve as mentors to new Board members.
- Make an annual contribution to the Land Trust at a level that is individually meaningful.

## **Community Relations**

- Ensure that the organization's programs and services appropriately address community/constituent needs.
- Promote the organization to the general public, including serving as an emissary of the organization to the community.
- Promote cooperative action with partner organizations, including activities and occasions when the organization should take part in coalitions, joint fundraising, etc.

## **Operations**

- Ensure that the organization's administrative systems are adequate and appropriate.
- Ensure that the Board's operations are adequate and appropriate.
- Ensure that the organizational and legal structure is adequate and appropriate.
- Ensure that the organization and its Board members meet all applicable legal requirements.
- Ensure that the Deschutes Land Trust complies with Land Trust Alliance's Standards and Practices, including applicable accreditation programs.

The Board recognizes its ultimate responsibility for all aspects of the organization's activity, but also chooses to delegate management responsibilities to staff, including program planning and implementation, membership development, proposal writing and administration. The Board retains all responsibility for financial accountability, leadership development and governance.

## **Requirements for Board Service:**

- A demonstrated interest and commitment to the organization's vision, mission and goals.
- Specific experience and/or knowledge in at least one area: Fundraising, Human Resources, Planning, Finance, Community Relations, Natural Resource Management or other relevant aspect of operations.
- Representative of a key aspect or segment of the population of the community.
- Participate in one or more committees of the board, including Executive Committee, Board Development Committee, Finance Committee, and Fundraising Committee. Ad hoc committees will also provide opportunities for involvement.

- Participate in the governance aspects of the Land Trust so that the fiduciary responsibility of the board and individual board members are fully satisfied
- A willingness to:
  - Expand knowledge or Board responsibilities through orientation and ongoing training,
  - Represent the organization to the community and beyond,
  - Participate in board fundraising activities,
  - Contribute your unique combination of resources in the areas of “wisdom, work, and wealth” in a way that is individually significant.
- Time Demands (approximate):
  - Attend and actively participate in Board meetings (5 annual board meetings, approximately 4 hours in length)
  - Participate in at least one subcommittee (8-12 hours annually)
  - Attend special events such as fundraisers, work parties, tours and public programs (2-3 events per year recommended)
  - Attend new board member orientation (approx. 4 hours)
  - Meet with potential donors/funders to make a case for funding the organization, answer questions, etc. (approx. 1-4 hour annually)
  - Attend and actively participate in the biennial planning retreat (1/2 day).

**Who We Are:**

**Our Mission:** We conserve and care for the lands and waters that sustain Central Oregon, so local communities and the natural world can flourish together for generations to come.

**Our Values:** Excellence, Accountability, Teamwork, Inclusion, Diversity, Equity, Collaboration, and Permanence

**Our Vision:** We envision a future of strong and healthy natural and human communities—where we work together to conserve and care for the lands that make Central Oregon an incredible place to live, work, and grow.

- With the population of Central Oregon continuing to grow and our climate rapidly warming, we protect the rivers, forests, canyons, meadows, and agricultural lands that Central Oregon will need to thrive for generations to come.
- We conserve lands that are strong and adaptable to the changing climate and that sustain functioning natural systems, abundant native plants and animals, clean air and water, and healthy local communities.
- All people have an opportunity to meaningfully connect with this place, so that together we can build an interconnected community of people committed to protecting and caring for the lands we all love.

**More Information:** [www.deschuteslandtrust.org](http://www.deschuteslandtrust.org)