



# SEA TURTLE PRESERVATION SOCIETY

## Board of Directors – Job Description

### Duties of the Board

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- Strategic and organizational planning
- Ensuring strong fiduciary oversight and financial management
- Fundraising and resource development
- Approving and monitoring the organization's programs and services
- Enhancing the organization's public image
- Monitoring the performance of all board members to ensure that the responsibilities are met
- Developing, administering, and advocating policies and procedures
- Establishing committee structure, and regularly assessing how each committee is functioning

### Responsibilities of Individual Board Members

Each individual board member is expected to:

- Understand the organization's bylaws, mission, policies, goals, programs, and financial statements
- Serve as an active advocate and ambassador for the organization by helping to identify personal connections that can enhance the organization's fundraising and reputation, and can influence public policy
- Fully engage in identifying and securing the financial resources and partnerships necessary for the organization, leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission
- Attend at least 80% of all board meetings
- Prepare for and conscientiously participate in board meetings
- Submit a monthly written report for any committee(s) or permitted activity(ies) he/she is responsible for
- Exercise board powers in the interest of the organization, and avoid personal conflicts of interest
- Treat other board members with respect, and maintain good relationships with each other, affiliates, and others within the organization
- Chair at least one committee, or be responsible for one permitted activity