

1000 Friends of Oregon Board Job Description

Board Definition

The Board of 1000 Friends is a Policy Board charged with the oversight of 1000 Friends' guiding principles, its long-term organizational strategy, and the representation of the interests of 1000 Friends stakeholders.

Board Committees are formed, in partnership with staff, to support the achievement of the organization's goals. Each committee is responsible for designing its charter, processes, procedures, and chain of command according to its unique needs during the strategic planning process subject to approval by the board.

Committee charter and structure is approved as a piece of the final strategic plan by the full board. Updates may be made to the above elements during the annual planning process within a multiyear strategic plan's term. Updates to committee design outside of annual planning processes must be brought to the board using the 1000 Friends Strategy Screen for approval.

Expectations of the Board as a Whole

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

- Determining the mission and purposes of the organization;
- Selecting and evaluating the performance of the Executive Director;
- Overseeing the Executive Director Limitations and Board of Director Limitations Policies;
- Strategic and organizational planning;
- Evaluating the progress of programs and associated organization planning against agreed upon benchmarks;
- Ensuring strong fiduciary oversight and financial management;
- Partnering with staff to develop a strategy for the organization's successful fundraising and resource development, and providing oversight for all fundraising efforts;
- Enhancing 1000 Friends' public image; and
- Assessing its own performance as the governing body of 1000 Friends.

Expectations of Individual Board Members

- Know 1000 Friends' mission, policies, programs, and needs;
- Understand Oregon's land use planning system and its history;
- Commit to transparent communication between board and staff members;
- Read and understand the organization's financial statements;
- Serve as a steward of all stakeholders and connect with stakeholders regularly to understand their values to represent their interests at 1000 Friends;
- Partner with the board Fundraising Strategy Committee to create a personal plan to leverage your time (i.e. connecting with donors), treasure (i.e. personal connections and funds), and talent (i.e. skill set) in support of 1000 Friends mission and faithfully execute this plan;
- Prepare for, attend, and conscientiously participate in board meetings;
- Participate fully in at least one committee;

- Participate in DEI learning opportunities annually and commit to upholding the 1000 Friends Equity Policy;
- Follow the 1000 Friends bylaws, policies, and board resolutions;
- Sign an annual Conflict of Interest Disclosure and update it if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings; and
- Maintain confidentiality about all internal matters of 1000 Friends.