



JOB DESCRIPTION

Board Member

San Diego Habitat Conservancy (SDHC) relies on the expertise of our volunteer Board of Directors. Board members are key advocates in raising awareness of SDHC's mission and are responsible for determining the goals of SDHC and how to achieve them.

Individual Board Member Responsibilities

Participation

1. Attend all Board and committee meetings. Inform Executive Director when unable to attend and/or if need to participate via conference call.
2. Attend organizational functions as appropriate.
3. Be informed about the organization's mission, services, policies, and programs.
4. Review agenda and supporting materials prior to Board and committee meetings.
5. Serve on at least one committee and offer to take on special assignments. Committees include: Budget & Finance, Education & Outreach, Executive, Fundraising & Marketing, Land Management.
6. Keep up-to-date on developments in the organization's field.
7. Help staff ensure that operations are effective, sustainable, credible, legal, ethical, and transparent.

Board Recruitment

8. Assist with the recruitment of new Board members. Suggest possible nominees to the Board who can make significant contributions to SDHC.

Institutional

9. Follow conflict of interest and confidentiality policies
10. Refrain from making special requests of the staff.
11. Assist the Board in carrying out fiduciary responsibilities, such as reviewing annual financial statements.

Financial and Resource Development

12. One hundred percent Board giving is expected; giving can take the form of in-kind donations.
13. Every Board member is expected to make SDHC a philanthropic priority in their personal giving and in defining who they are.
14. Be an ambassador for SDHC and be excited about SDHC's mission.
15. Participate in SDHC's outreach and fundraising activities such as soliciting sponsors and attendees for the annual gala.

Time Demands (approximate)

16. Six regular Board meetings are held per year currently scheduled on the 2nd Monday in January, March, May, July, September, and November at 2:00pm. Each meeting lasts about 1.5 to 2.5 hours. Meeting location alternates between SDHC's office in Point Loma and Brandes Investment Partners in Carmel Valley.
17. One annual Board meeting is held each year in April and lasts approximately 4 hours.
18. Committee meetings are held on an as-needed basis.
19. Additional time may be required for involvement in Board cultivation, recruitment, and orientation; fundraising initiatives (including SDHC's Gala in October); and organizational functions.