



## **BOARD MEMBER JOB DESCRIPTION**

Preserve Montana protects the historic places, traditional landscapes and cultural heritage of Montana. We are the statewide nonprofit advocacy organization dedicated to protecting and celebrating Montana's historic places, spaces and stories. We accomplish this work through four major program areas: Advocacy, Education & Outreach, Restoration & Training and Documentation. Preserve Montana has been dedicated to this mission-driven work since 1987.

Members of Preserve Montana's Board of Directors (Board) are expected to attend quarterly board meetings, committee meetings as assigned, as well as participate outside the boardroom as an ambassador for the organization. Board members are also expected to be active participants in fundraising. The overall time commitment is approximately 25 hours per quarter.

The Board values professionalism, respect, diverse perspectives and open communication. Preserve Montana is Montana's primary non-profit resource to organizations, individuals, communities, local officials, state agencies, and government leaders in their efforts to preserve historic and cultural assets. Board members are expected to exhibit professionalism both in and out of the boardroom. We seek board members who are passionate about our mission and excited to engage in a variety of activities that support Preserve Montana's work.

### **Legal Responsibilities**

Board members are required to perform the duties of loyalty, care and obedience. This includes stewarding the ethical, legal and financial health of the organization, in accordance with Montana Code Annotated 35-2, the Montana Nonprofit Corporation Act. Board members must also act in accordance with all organizational governance policies.

### **Expectations**

Board members are expected to:

- Prepare for and prioritize attendance at board meetings, attending at least 75% of board meetings, preferably in person. Assume travel costs to attend board meetings.
- Serve on at least one committee.
- Attend as many Preserve Montana events as possible.
- Regularly review and update organizational and board policies.
- Maintain a current Preserve Montana membership and make an annual, personal donation to the organization at a meaningful level.
- Serve as an organizational ambassador at events and within the community as requested.

### **Organizational Stewardship**

- Approve and actively support the organization's mission and review management's performance in achieving it.
- Guide strategic and long-term planning. Annually assess the ever-changing environment and approve the organization's strategy to be responsive.
- Annually review and approve the organization's funding plans, financial goals and budget, assuring the financial structure of the organization will adequately support its current needs and long-term strategy.
- Approve major actions of the organization including large capital expenditures and major changes in programs and services to ensure alignment with the mission and board approved strategic plan.
- Assist with fundraising as needed.

### **Board Stewardship**

- Take an active role in the board recruitment, onboarding, education and training process.
- Review committee charters and activity, planning for committee recruitment and onboarding.
- Annually review the performance of the board (including its composition, organization and responsibilities), and take steps to improve its performance.
- Annually evaluate your own performance on the board.

### **Executive Oversight**

- Regularly communicate with the executive director on matters of concern to the executive and/or board.
- Offer guidance and support to the executive director and determine whether to retain or dismiss them.
- Annually evaluate performance of executive director to establish compensation in accordance with executive review and compensation policies.
- Ensure that management succession is properly planned.

### **Other**

- Must be at least 18 years of age.
- Board of Director term is for a period of three years from the date of election.