



Overview of Responsibilities of Board of Directors

Authority/Responsibility:

The Board of Directors is the legal authority for the Edmonton and Area Land Trust (EALT). As a member of the Board, a Director acts in a position of trust and is responsible for the effective governance of the organization.

Term:

Directors are nominated and approved by the Board for a three-year term. Directors are eligible for re-election but only consecutively for two (2) terms.

Qualifications:

Skills and knowledge that will assist the organisation through one or more areas of Board governance: policy, land conservation & stewardship, finance & administration, fundraising, communications & marketing, public relations, accounting, law, natural sciences, community relations, and a strong interest in EALT's overall vision and goals. Directors will have:

- Commitment to the work of the EALT
- Knowledge of the EALT's vision, mission, and objectives
- Willingness to commit time and energy to EALT business
- Awareness of potential conflicts of interest

Major Duties of a Director:

- Attend EALT Board meetings, committee meetings, and events, as required
- Attend Annual General Meetings and any Special Meetings
- Govern the business of the EALT under the broad policies developed by the Board, by preparing for and participating in the discussions and the deliberations of the Board
- Be informed of the services provided by the EALT and publicly support them
- Promote EALT support through community networking, etc.
- Participate in and support EALT's fundraising activities as the need arises, and the Board Member's schedule allows
- Assist with the solicitation of funds and encouraging support from others
- Ensure the Board is accountable to funders for the services provided and funds expended
- Monitor and evaluate the effectiveness of the EALT through participation in an ongoing review of programs and services
- Foster a positive working relationship with staff, other Board members and EALT volunteers
- Participate in Sub-committee activities. Sub-committees might include: agriculture, funding, project, public policy, philanthropy, outreach, or stewardship
- Vote on land acquisition transactions, key expenditures, etc.

- Avoid engaging in activities which represent a material or perceived conflict of interest with role as land trust director (e.g., make no financial profit from association with the organisation), etc.
- Keep the organisation informed of and responsive to local situations and 'leads' of land or funds
- Familiarity with the Bylaws of EALT

Board of Directors Meetings

The Board of Directors of the Edmonton and Area Land Trust meets approximately every two months to direct the activities of EALT. Typical meetings are 2 hours long. At its meetings, the Board oversees the general operations of EALT and guides its activities and growth and direction. By its activities, the Board ensures that EALT adheres to its mission and is a responsible steward. It also ensures that EALT is working cooperatively with partners and local communities by promoting public awareness of and involvement in EALT programs, and by nurturing positive relations with other agencies and organisations.

Overview of Board of Directors Duties

1. The board engages in strategic planning, and when necessary, changes the organization's mission and purposes
3. The board approves and monitors the organization's programs and services
4. The board ensures adequate financial resources and effective financial management
5. The board enhances the organization's public image
6. The board ensures effective financial management
7. The board ensures sound risk management policies
8. The board selects and orients new board members
9. The board organizes itself and appoints officers so that it operates efficiently
10. The board selects and supports the executive director and reviews his/her performance
11. The board understands the relationship between board and staff

Board Support

Board members can expect the following support for their work:

- Agendas, minutes, and special documents to be reviewed for a Board meeting will be delivered (typically via email) two to five days in advance of the meeting. (Board members are expected to print and bring these documents to meetings)
- Access to staff to respond to questions and concerns
- Board meeting dates will be set prior to the subsequent month's meeting, to be mutually convenient
- New Board member orientation session and Board manual, including the Bylaws and other information about EALT, including the responsibilities of the director

Board members can expect the following in return for their work:

- Satisfaction in knowing they have made a difference in preserving the natural resources of Edmonton and the surrounding area
- Expanding their knowledge base and network, by meeting and working with a diverse group of dedicated individuals, with a common purpose