

# Friends of Cabin John Creek

## Director Responsibilities

### Overview

The primary responsibility of the Board of Directors of Friends of Cabin John Creek is to lead the organization toward achievement of its mission by providing visionary policy-making and creative direction.

The Board works closely with other Board Members, the staff, outside consultants, and volunteers to develop and implement strategies for short- and long-term planning, resource development and fund raising, grant making, programming, finance, administration, special events, and public relations.

### Selection Criteria

FoCJC Board Members must:

- Be capable of and willing to provide advisory expertise in one or more of the following areas of responsibility: technical, legal, marketing, development, outreach.
- Agree to disclose any possible conflicts of interest and will not offer or accept favors or gifts to or from anyone who does business with or receives payment from FoCJC except as allowed by Board policy.
- Agree to read and become familiar with the Board's by-laws and financial reports and fulfill the legal and fiduciary responsibilities of the Board.
- Be able to identify board members, staff, volunteers, donors, and grant recipients who could make unique contributions to the FoCJC mission.

### Responsibilities

- Make a three-year commitment to membership on the FoCJC Board.
- Work throughout the year to enhance the community's awareness of FoCJC and its programs.
- Attend board meetings **and the Annual Members Meeting**.
- Board meetings are 5 times per year for approximately 2 hours, as needed.
- Board members must commit to attending at least 4 meetings per year.
- Serve in leadership positions or undertake special assignments on Board committees and task forces. Committee and task force work usually occurs for a period of three to four months per year. During this time, a commitment of up to ten hours per month may be necessary.
- Provide effective fundraising support.
- Make a personal annual donation to the FoCJC according to their personal means.
- Solicit donations from their professional and personal networks.
- Contribute to an annual assessment of the Board's own performance.

**Estimated Time Commitment:** 5 to 10 hours/month