



Natural Areas Association Board of Directors Job Description

Mutual Expectations

NAA believes that a successful relationship with volunteers, including board and committee members, must be a WIN-WIN relationship where both parties are clear on expectations and the benefits of working together.

NAA commits to the following:

- Clearly defined roles and responsibilities for board, committees, and staff members.
- Materials provided in advance of meetings where decisions or deliberations will occur.
- Timely and accurate financial reporting.
- Appropriate use of committees or task forces to assure efficient use of board and staff time.

NAA also has expectations of its board and committee members in order to leverage everyone's skills and talents, and to work effectively and efficiently to achieve the mission of the organization. Expectations of board and committee members include:

Knowledge and Preparation

- Support the mission of the Natural Areas Association.
- Become educated on the organization's purpose, history, and needs.
- Keep current on external trends affecting this organization.
- Actively identify and develop opportunities to promote and strengthen natural areas, natural area programs, and the natural areas profession.
- Keep current on the roles and responsibilities of board involvement including understanding the differences between board responsibilities and staff responsibilities within NAA.

Commitments

- Demonstrate your support of the organization with an annual financial contribution of personal significance.
- Attendance:
 - Attend all appropriate committee meetings
 - FOR BOARD MEMBERS ONLY: Attend all board meetings including in-person board meetings, retreats and the Natural Areas Conference, at whatever location they may be

held, understanding that board members or their employer must cover the costs of attending these in-person meetings.

- Board members and committee members may ask to be excused from a meeting by communicating with the Board President or committee chair ahead of the meeting.
- Complete assignments and come prepared to meetings.
- Serve as an ambassador of NAA to promote the organization to your professional network, identify and recruit members, expand connections to funders, professionals, and scientists.
- Participate in board and organizational fundraising activities.

Participation

- Recruit new participants for NAA programs.
- Support the Executive Director and other NAA staff by being a strategic thought partner and timely follow-through on commitments and communication.
- Act as an advocate for the organization including representing NAA at public and private events as appropriate.
- Participation in board and committee meetings is required. A board member who is absent without cause from two consecutive meetings may be deemed to have resigned from their post.
- FOR BOARD MEMBERS ONLY: Participate in the governance of NAA by:
 - Helping to set strategic direction by assisting in the development and review of strategic plans and monitoring the success of those plans.
 - Overseeing organizational finances through review and approval of the annual budget and annual audit.
 - Participating in the development, review, and approval of policy and major decisions.
 - Providing fiduciary responsibility through review of quarterly financial reports, annual reports, and ongoing evaluation of investments.
 - Hiring, managing, and terminating the executive director.
 - Recruiting, selecting, and approving candidates for the Board of Directors and Officers for presentation to the membership.
- FOR BOARD MEMBERS ONLY: Participate in the ongoing work of the board including:
 - Serving on at least one committee.
 - Taking initiative and a leadership role in at least one committee or project.
- FOR BOARD LIAISONS ONLY: A Board Liaison is a member of the NAA Board of Directors (BOD) who is charged with being the critical connection between the BOD and the agency that the liaison represents. The liaison serves as an advocate for the NAA with their agency and relays important information back to the BOD and staff of the NAA on their agencies programmatic as they align with the mission of NAA.