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for more information

BOARD OF DIRECTORS ROLE DESCRIPTION

Board Member

Function

Board members are responsible for ensuring that Coltura fulfills its mission by planning for the future, monitoring operations, and evaluating the organization's performance. A board member must fulfill the fiduciary responsibilities of the board of directors, making corporate decisions that protect the public interest.

Key Responsibilities

- Advance the mission of Coltura.
  - Actively promote the mission of Coltura, contributing ideas and expertise.
  - Keep up-to-date on developments in relevant fields such as gasoline, electric vehicles and the climate crisis.
  - Be informed about Coltura's mission, services, policies, and programs; inform others about the organization, and work to enhance the organization's public image.
- Select the Executive Director(s) through an appropriate process.
  - Provide ongoing support and guidance for the executive staff.
  - Annually review performance.
- Ensure effective organizational planning.
  - Determine and monitor Coltura's programs and services.
  - Participate in the development of a strategic plan to accomplish the mission, oversee its implementation and evaluate its success.
- Actively participate in board activities.
  - Attend periodic board meetings in person or by phone.
  - Review agenda and supporting materials prior to board and committee meetings.
  - Serve on a committee and periodically take on special assignments.

    - Suggest nominees to the board who can make significant contributions to the work of the board and to the organization.
    - Assess the board's performance.
- Ensure adequate resources.
    - Make a personal financial contribution to the organization and/or secure financial commitments from others.
    - Manage resources effectively.
    - Carry out the fiduciary responsibilities of the board, such as reviewing the organization's annual financial statements, selecting an auditor and receiving the auditor's report.
- Follow conflict-of-interest and confidentiality policies.

Elected by
Board of Directors

Term Length
Two years

Time commitment
Monthly meetings; additional time required for committee work and other board commitments.

Reports to
Board Chairperson

President of the Board

Function
Assure that the Board fulfills its responsibilities to the organization.

Responsibilities
- Chair meetings of the board and executive committee.
- Call special meetings if necessary.
- Serve as ex officio member of all committees.
- Work in partnership with the Executive Director(s) to achieve the mission of the organization and make sure board resolutions are carried out.
- Communicate any concerns management has regard to the role of the Board or individual board members. Communicate to Executive Director(s) the concerns of the Board and other constituencies.
- Appoint all committee chairs and with the Executive Director(s) recommend who will serve on committees.
- Assist the Executive Director(s) in preparing the agenda for board meetings.
- Work with the staff to recruit board members and other needed volunteers.
- Conduct new board member orientations.
- Oversee searches for the Executive Director(s). Recommend salary for consideration by the appropriate committee.
- Coordinate periodic board assessment with the staff.
- Periodically consult with board members on their roles helping them assess their performance
- Annually focus the Board's attention an assessment of its own structure, role, and relationship to management.

Vice President of the Board

Function
Stand in for the chair if he/she is unavailable.

Responsibilities
- Attend board meetings.
- Serve on the executive committee.
- Carry out special assignments as requested by the board chair.
- Understand the responsibilities of the board chair and be able to perform these duties in the chair’s absence.

Secretary of the Board

Function
Maintain all board records and ensure their accuracy and safety.

Responsibilities
- Attend board meetings.
- Serve on the executive committee.
- Take minutes at board meetings and maintain archive
- Assume responsibilities of the chair in the absence of the board chair and vice chair.
- Provide notice of board meetings and committee meetings when such notice is required.

Treasurer of the Board

Function
Serve as financial officer of the organization.

Responsibilities
- Attend board meetings.
- Serve on the executive committee and chair the finance committee.
- Assure that the organization is following appropriate financial policies and that qualified staff or consultants perform financial functions. Understand regulatory and legal requirements for financial accounting and standards of practice for nonprofit organizations.
- Assure that accurate financial records for the organization are being kept
- Subject to the direction of the board, endorse for deposit notes, checks, and drafts received by the organization.
- As ordered by the board, disburse organizational funds and issue checks and drafts in the name of the organization.
- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities.
- Assist the chief executive or the chief financial officer in preparing the annual budget and presenting the budget to the board for approval.
- At specified reporting periods, and upon request, provide the chairperson and the board with an account of transactions by the treasurer and of the financial condition of the organization
- With the Executive Director(s), select an independent auditor, review the annual audit, and answer board members' questions about the audit.