

# Meerkerk Rhododendron Gardens

## Board of Directors Job Description and Expectations

**Purpose:** To advise, govern, oversee policy and direction, and assist with the leadership, fundraising, and advocacy of Meerkerk's mission and needs.

**\*Major responsibilities:**

- Support the Executive Director to achieve the mission of Meerkerk
- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies
- Financial management, including adoption and oversight of the annual budget
- Ensure legal compliance with all state and federal laws and ethical integrity
- Oversight of program planning and evaluation
- Evaluation of the Executive Director
- Review of all board meeting materials
- Promotion of the organization
- Be an ambassador for the organization
- Fundraising and outreach, including new board member recruitment

*\*Members of the board share these responsibilities while acting in the interest of Meerkerk. Each member is expected to make recommendations based on his or her experience.*

**Length of term:** Three years pending approval of the membership.

**Meetings and time commitment:**

- The board of directors meets the first Wednesday of each month at 2:30 p.m. at the Meerkerk's house.
- Committee meeting schedules vary based on the workload.
- Board members are expected to attend the annual Friends of Meerkerk meeting and the annual fundraising gala. Members are invited to attend other special events and volunteer work parties, but not required.

**Expectations of board members:**

- Come prepared to participate in board meetings on a regular basis. It is expected that all members will make an effort to attend all meetings, if you are unable to attend please notify the Board President or Executive Director. If a member misses six or more board meetings in a 12-month period they may be removed by vote of the rest of the board.
- Participate on at least one committee of the board (see committee list).
- Help communicate and promote Meerkerk's mission and programs to the community.
- Become familiar with Meerkerk's finances, budget, and financial/resource needs.
- Understand the policies and procedures of Meerkerk
- Financially support Meerkerk with a multi-year pledge in a manner commensurate with one's ability.
- Become a member of the Friends of Meerkerk.
- Support fundraising activities of Meerkerk.