

Minnesota Agriculture in the Classroom Foundation
Board of Directors'
Job Description

| WHAT BOARD MEMBERS PROVIDE | WHAT BOARD MEMBERS CAN EXPECT IN RETURN |
|---|---|
| 1. I will give my best effort to “hit the ground running” when beginning my service with the board. | 1. The organization will provide me with a full orientation, including background information on work accomplished to date. |
| 2. I will learn about the organization’s mission and program, and be able to describe them accurately. | 2. The organization will provide me with relevant materials and education. |
| 3. I understand that the board meets 4 times per year, plus an Annual Meeting and one full day retreat. I will do my best at attend each meeting, with the understanding that three consecutive unexcused absences will be considered resignation from the board. | 3. I expect that board meetings will be well run and productive, with a focus on decision-making and not merely reporting. I understand that agendas will be distributed at least 10 days in advance. If I wish to add items to the agenda, I will contact the chair at least two weeks in advance. |
| 4. I accept fiduciary responsibility for the organization and will oversee its financial health and integrity. | 4. I expect timely, accurate, and complete financial statements to be distributed at least quarterly, 10 days in advance of the relevant board meeting. I also expect to be trained to read and interpret these financial statements. |
| 5. I will provide oversight to ensure that our program runs effectively. | 5. I expect monthly reports from the director, program updates, press clippings, etc. |
| 6. I accept ethical reasonability and will help to hold fellow board members and the executive director to professional standards. This includes excluding myself from business that creates a conflict of interest. | 6. The organization will provide me with relevant training. |
| 7. I will serve as an ambassador to the community to educate others and promote our work. | 7. I will need materials and may need training (public speaking, etc) to do this job effectively. |
| 8. I commit to increasing my skills as a board member. | 8. The organization will provide me with appropriate training and support. |
| 9. I will participate in fundraising to ensure that our organization has the resources it needs to meet its mission. I commit to making a personal donation; MAITC Foundation will be one of the top three charities I support each year that I am on the board. | 9. I will be able to choose from a range of fundraising activities, and I expect relevant training and support to help me fulfill my obligations. I will have the option to fulfilling my personal pledge in monthly or quarterly installments, if I so choose. |
| 10. I will evaluate the performance of the executive director. | 10. This evaluation will be based on goals developed jointly by the board and executive director. |

Board member signature Date

Board chair signature Date