



# Palouse-Clearwater Environmental Institute

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## Board of Directors Job Description

The PCEI Board of Directors sets policy for the organization; ensures that it is operated in a legal, ethical and professional manner; and raises funds for its operation. Collectively, the Board has direct authority over the executive director, who implements the policies, programs and fundraising plans approved by the board. We also understand our personal limitations on liability as per Idaho code section 6-1605.

The Board is democratically organized and values each of its members and their opinions. Serving on the Board is part of a world changing process, which involves learning, empowerment, and involvement on the part of all Board Members. Board members serve up to two, three-year, terms beginning in May. The Board has a minimum of nine members and a maximum of fifteen. The Board meets at 6:30 PM for two hours on the third Wednesday of every month plus an annual meeting in May.

## Board member responsibilities are as follows:

- Accept the principles, beliefs, and purpose of the Palouse Clearwater Environmental Institute
- Be informed about the organization's mission, services, policies and programs.
- Act as a good-will ambassador for PCEI.
- Use sound judgment in weighing facts and issues for decision-making.
- Engage fully in fund development, strategic planning and developing policy.
- Attend all Board and committee meetings and certain special functions.
- Review agenda and supporting materials prior to Board and committee meetings.
- Serve on a committee or task force and offer to take on special assignments.

## Examples of Board involvement include:

- Leading or participating in specific projects
- Volunteering at PCEI events
- Representing PCEI at community events and meetings
- Give a personal annual gift to PCEI.
- Nominate others who will bring strength to the Board.
- Keep up-to-date on development in the organization's field.
- Follow code of ethics, conflict of interest and confidentiality policies.
- Refrain from making special requests of the staff.
- Assist the Board in carrying out its fiduciary responsibilities.
- Maintain current membership
- Take ownership for Annual Membership Meeting

## I understand that:

Special or unscheduled meetings may be called on occasion. It is my responsibility to contact the Board President if I cannot attend a meeting. If I miss two Board meetings and there are no unusual circumstances, my continuing on the Board will be evaluated. I agree to accept the responsibilities for serving as a member of the PCEI Board of Directors.

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signature

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date

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*"connecting people, place and community"™ since 1986*