



STATEMENT OF INDIVIDUAL BOARD MEMBER'S RESPONSIBILITIES

General Expectations

- Know the Conservancy's mission, purpose, goals, policies, programs, services, and be able to answer or re-direct questions from the public.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the Conservancy.
- Serve in leadership positions or undertake special assignments willingly and enthusiastically when asked.
- Visit properties that are the subject of board deliberations.
- Follow trends in the land trust field.
- Bring a sense of humor to the board's deliberations.

Meetings

- Prepare for and participate in board and committee meetings, including appropriate organizational activities.
- Ask timely and substantive questions at board and committee meetings consistent with conscience and conviction, while supporting the majority decision on issues decided by the board.
- Maintain confidentiality of the board's executive sessions.
- Speak and write officially for the board or Conservancy only when authorized to do so.
- Suggest agenda items to president or committee chairs to ensure that significant policy-related matters are addressed.

Relationship with Staff

- Avoid asking for special favors of staff, including special requests for extensive information, without prior consultation with the executive director, the president, or other designated officer.

Avoiding Conflicts

- Serve the Conservancy as a whole rather than any special interest group or constituency.
- Avoid even the appearance of a conflict of interest that might embarrass the board, and disclose any possible conflicts to the board in a timely fashion.
- Maintain independence and objectivity and do what a sense of fairness, ethics, and personal integrity dictate, even though not necessarily obliged to do so by law, regulation, or custom.
- Never accept (or offer) favors or gifts from (or to) anyone who does business with the Conservancy.

Fiduciary Responsibilities

- Exercise prudence in control and transfer of funds.
- Faithfully read and understand the Conservancy's financial statements and otherwise help the board fulfill its fiduciary responsibility.

Fundraising

- Give an annual gift according to personal means.
- Assist the Conservancy by implementing fundraising strategies.

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