



FRIENDS OF THE FORT WORTH

NATURE CENTER & REFUGE

Member of the Board of Directors Job Description and Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion and fundraising of the Friends of the Fort Worth Nature Center & Refuge, Inc. (Friends) so as to support and further the organization's mission and needs.

The mission of the Friends is to preserve, protect, and conserve in perpetuity the Fort Worth Nature Center & Refuge.

Major responsibilities*:

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

**Members of the board share these responsibilities while acting in the interest of the Friends. Each member is expected to make recommendations based on his or her experience and vantage point in the community in both regular board meetings as well as on his or her respective committees.*

Expectations of board members:

- **Board members must be a member of the Friends of the Nature Center before taking office**
- Financially support the Friends in a manner commensurate with one's ability
- Attend and participate in meetings on a regular basis and special events as able
- Participate on a standing committee of the board and serve on ad-hoc committees as necessary
- Be alert to community concerns that can be addressed by the Friends' mission, objectives, and programs
- Help communicate and promote the Friends' mission and programs to the community
- Become familiar with the Friends' finances, budget, and financial/resource needs
- Understand the policies and procedures of the Friends