



## BOARD MEMBER POSITION DESCRIPTION

### TITLE

Member, Riverside County Parks Foundation Board of Directors

### GENERAL RESPONSIBILITIES

To serve as an active voting member of the Board of Directors of the 501(c)3 nonprofit corporation, Riverside County Parks Foundation. Board members have authority and responsibility for the development of policies and procedures and continuing review of the conduct of business of the corporation, as well as a responsibility to support and fundraise for projects and programs of the corporation.

### TERM

Election to a 3 year term (except when filling an unexpired term), subject to re-election.

### CRITERIA

- Willing to accept and promote the mission, goals, and objectives of Riverside County Parks Foundation
- Possesses professional expertise and influence needed by Riverside County Parks Foundation and/or represents one or more constituencies needed to provide balance to the Board's leadership.
- Has demonstrated significant leadership capability in the community and is willing to provide that expertise to the operation of the Board and its committees.
- Willing to make a personal financial contribution at a level that demonstrates commitment and sets a standard for others and is willing to ask others to give.
- Able and willing to serve effectively as a public representative of the organization and involve others in the work of Riverside County Parks Foundation.

### SPECIFIC TASKS

- Participate regularly by attending scheduled board meetings, committee or task force meetings as assigned, orientation sessions and special meetings as appropriate.
- Spend time studying and evaluating issues to become informed and prepared to discuss and vote on issues facing Riverside County Parks Foundation. Every board member is expected to vote their position after careful consideration of the issue. Tasks which will require preparation and a vote by board members include but are not limited to:
  - Decisions on issues, policies, priorities, goals and objectives;

- Participation with other board members in the formulation, updating, and approval of long range strategies and objectives;
- Nomination and elections of members and officers of the Board;
- Monitoring and evaluation of the effectiveness of projects and programs and assurance that projects and programs are progressing towards achievement of stated objectives; and,
- Approval and monitoring of budgets.
- Support the resolutions and actions of the Board of Directors irrespective of personal opinion as to any such resolution or action.
- Make a personal and/or business contribution to Riverside County Parks Foundation on an annual basis, as well as solicit funds from others in annual support and project campaigns.
- Promote the mission, goals, and objectives of Riverside County Parks Foundation to increase public awareness, understanding, and support of the organization.
- If necessary, seek assistance from other board members to enable each member to successfully fulfill the above level of commitment.

**TIME DEMANDS**

<b>Regular Meetings</b>	<b>Estimate Time Demands</b>
Quarterly Board Meetings	60-90 minutes/Quarterly
Committee and task force meetings	As needed basis

**OTHER**

Board members are expected to attend at least 75% of all board meetings annually. Absence at two or more consecutive meetings will be considered grounds for removal from the board. Teleconferencing is available for required quarterly board meetings; however, it is requested that all board members attend at least one physical meeting per year.