



Friends of the Rouge • 4901 Evergreen Road-KM • Dearborn, MI 48128
www.therouge.org • Phone (313) 792-9900 • Fax (313) 593-0231

Promoting restoration and stewardship of the Rouge River since 1986

Friends of the Rouge Board Member Job Description and Expectations

Mission

Friends of the Rouge (FOTR) is a nonprofit 501(c)(3) organization that was founded in 1986 to raise awareness about the need to clean up the Rouge River in southeast Michigan.

Our mission is to promote restoration and stewardship of the Rouge River ecosystem through education, citizen involvement and other collaborative efforts, for the purpose of improving the quality of life for the people, plants, and animals of the watershed.

For more information, please see FOTR's website at www.therouge.org.

Position

The Board will support the work of FOTR and provide mission-based leadership and strategic governance. While day-to-day operations are led by the FOTR's Executive Director and FOTR team, the Executive Director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

The FOTR Board of Directors bears the responsibility of governance of the not-for-profit corporation. Board Directors make significant commitment of resources (time, money, expertise, community contacts, organizational skills or leadership talents) to advance the mission and goals of FOTR.

Requirements of Board Members:

- Membership in good standing of FOTR
- Commitment to carry out duties and responsibilities as assigned
- Commitment to implementation (and development) of the strategic plan
- Attendance at regularly scheduled meetings of the Board of Directors as required by FOTR policies
- Service on at least two standing or ad hoc committees
- Serve as an ambassador for FOTR with introductions to and promotion of revenue generating activities

Responsibilities as a member of the Board of Directors:

- Leadership and governance
- Advisor to the Executive Director
- Fundraising
- Evaluating, hiring and firing the Executive Director
- Long-range planning
- Financial oversight
- Evaluation of the organization
- Policy making

- Public relations
- Board training and development
- Advocacy in the community at large for the organization and its mission.

Responsibilities of the FOTR Board Directors as a whole:

- Know Friends of the Rouge's mission, purposes, goals, policies, programs, strengths and weaknesses
- Join in discussions and votes
- Understand the budget process
- Review financial statements
- Evaluate the organization and the Board
- Review the performance of the Executive Director
- Lead, support and participate in fundraising projects
- Serve on a committee of the board
- Represent and promote the organization in the community
- Assist Friends of the Rouge through personal commitment and contacts
- Take part in Board development and training activities
- Participate in FOTR activities in as many capacities as time allows, while fulfilling primary responsibilities to the Board

Time Commitment

- Board Members can serve two consecutive three year terms. After two three year terms, board members must take a mandatory one year break before being eligible for re-election.* (*pending member approval*) See the bylaws of FOTR for complete information.
- Board meetings will be held according to an annually prepared calendar, and committee meetings will be held as called by Committee Chairs.
- Board meetings occur* (10 per year – *will drop to 7 per year in 2018 pending membership approval*) and special sessions or retreats.
- Board members serve on at least two standing committee or special projects committee and attend Friends of the Rouge's program events, annual events and productions as much as possible. Most committees meet monthly. Absent special circumstances, board members are expected to attend two-thirds of all board meetings and miss no more than three board meetings in a row. Special circumstances must be communicated to the Secretary.

Committee Chair Commitment

As part of my service on the Friends of the Rouge board, I agree to identify a standing or special project committee, to serve on that committee and prepare myself to chair that committee in the second year.

Financial Commitment

- Contribute according to personal ability to become a member of Friends of the Rouge and support any other fundraising campaigns the Board may undertake from time to time.
- Must be current, paying members of FOTR.
- Each director assumes responsibility for fundraising and assists in identifying and evaluating prospective donors (i.e., individuals, corporations and foundations).

Communication

The Executive Director is responsible for day-to-day operations and for coordinating the activities of its various programs. Staff members report to the Executive Director who is further accountable to the board for their performance. For these reasons, the Executive Director must be aware of all board/staff communications. This is most easily achieved by copying the Executive Director, mail messages between board and staff and through regular staff reports following meetings with committees and individual directors.

Board Terms

- Board Members can serve two consecutive three year terms. After two three year terms, board members must take a mandatory one year break before being eligible for re-election.* (*pending member approval*) See the bylaws of FOTR for complete information.
- Board meetings will be held according to an annually prepared calendar, and committee meetings will be held as called by Committee Chairs.
- Individuals who do not meet membership expectations as determined by a performance review as described below will be asked to step down by the President of the Board.

Officer Terms

Officers serve for one year.

Governance and Oversight

While directors are legally responsible for the organization, Friends of the Rouge's by-laws indemnify directors from individual liability except in the case of gross negligence. (FOTR maintains directors and officers liability insurance coverage.) An important part of serving as a director is protecting assets and ensuring that funds are managed properly. Board Directors have a vital responsibility in reviewing financial information provided prior to each Board meeting and the annual audit. Participation in discussions of financial reports and in the budget preparation process are essential duties.

Conflict of Interest

Board Directors will not use their service for my personal advantage or for the advantage of friends or associates. Board Directors may not obtain material benefit of any kind from association with Friends of the Rouge. Board Directors agree to represent the interest of all people served by the organization.

Service on FOTR's Board of Directors is without remuneration, except for travel and accommodation costs in relation to Board Members' duties, per policies of the Board.

Advocacy and Leadership

Members of the Board of Directors represent Friends of the Rouge to all its constituents: the public, elected and governmental officials, private industry and foundations. Individually and collectively, directors are primary advocates for the organization, responsible for projecting and maintaining the organization's public image.

Resources and Recruitment



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Members of the Board of Directors support the organization by drawing on professional and social experience and contacts to suggest potential supporters, sponsors, consultants and committee members.

Board Performance Review

Each year the Executive Committee reviews the performance of the Board as a whole, the performance of new Directors and those whose three-year terms are ending. The review is based on duties described in this document and includes meeting attendance (as documented in meeting minutes), fulfillment of Board member responsibilities and the various contributions made to assist FOTR in its mission. If concerns arise from the review, the President of the Board will discuss them directly with the individual member.

Executive Director Performance Review

The Board of Directors reviews the Executive Director's performance annually under the leadership of its Executive Committee. Assessment of the Executive Director's performance is the Board's primary intervention in day-to-day management.

Candidates for FOTR's Board of Directors should familiarize themselves with the bylaws of FOTR

Interested in Serving on the Board? Share your interest by November 12, 2017!

To apply, submit Statement of Interest form and a short 250 word bio with a recent photo to:

Marie McCormick, Executive Director
mmccormick@therouge.org,

or mail-in/turn-in-person to our FOTR office location at:

4901 Evergreen Road PAC,
Dearborn, MI 48124 (building #24)