BOARD OF DIRECTORS ROLES & EXPECTATIONS

The Bee Girl Organization (BGO) is an Oregon not for profit corporation centered on bee habitat conservation through research, regeneration, & education.

For more information, please visit the BGO website at www.beegirl.org.

Position

The Board will support the work of BGO and provide mission-based leadership and strategic governance. While day-to-day operations are led by BGO's founder and Executive Director (ED), the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Board Member responsibilities include:

Leadership, governance and oversight--Each Board Member will do the following:

- Attend monthly board meetings - arrive early, so the meeting can start on time
- Come prepared to meetings having reviewed monthly agenda, BOD calendar and any other to-dos and responsibilities
- Members will stay apprised of BGO's current grants and deliverables, with updates provided at monthly meetings
- Approve BGO's annual budget, financial reports, contracts, and non-budgeted purchases or expenses
- Read and become familiar with BGO's Bylaws and policy and governance documents
- Stay informed of and meeting all legal and fiduciary responsibilities
- Complete annual review and/or update of Executive Director's benefit and compensation package
- Complete an annual Executive Director performance evaluation.
- Complete an annual Board Member Self Assessment and contribute to an annual performance evaluation of the ED at the beginning of the calendar year
- Assist the ED and board chair in identifying and recruiting new board members; Ensure BGO's commitment to a diverse board and staff that reflects the communities BGO serves

- Assist with onboarding new board members
- Partner with the ED and other board members to ensure that board resolutions and duties are carried out, as outlined in BOD Job Descriptions
- Serve on committees or task forces and taking on special assignments
- Represent BGO to stakeholders, acting as an ambassador for the organization
- Support BGO's culture of gratitude by acknowledging the contributions of donors, volunteers, staff and other board members.

Fundraising

In addition to contributing their time, knowledge, connections and skills, BGO Board Members are expected to make annual gifts to the organization commensurate with their capacity. Any size of contribution is gratefully received as this act allows BGO to credibly solicit contributions from foundations, organizations, and individuals. BGO acknowledges and appreciates the invaluable, non-monetary contributions board members make on a monthly basis.

Board members are expected to assist in the planning and execution of annual fundraising event(s) utilizing their own network circles, social media pages, etc.

Board terms/participation

BGO's Board Members will serve a three-year term, and then be eligible for re-appointment for one additional term. If the member would like to serve a third and fourth term, one year off is required between the second and third terms.

Board meetings will be held monthly, and committee meetings will be held in coordination with full board meetings.

Individual Board member responsibilities and contributions vary according to their particular skill set, experience and amount of time they are able to contribute to the organization. Board members take responsibility for defining or redefining their roles when appropriate.

Qualifications

This is an excellent opportunity for an individual who is passionate about BGO's mission and who has or is seeking the experience of board leadership. Selected Board Members will have ideally achieved leadership stature in business, government, philanthropy, or the nonprofit sector. Board members' accomplishments will allow them to attract other well-qualified, high-performing board members.

With the acknowledgment that board member positions require different skill sets, not all qualifications are applicable to every position (i.e. treasurer vs. board president). Ideal candidates will have some or all of the following qualifications:

- A commitment to and understanding of BGO's beneficiaries, preferably based on experience
- Personal qualities of integrity, credibility, and a passion for improving the lives of BGO's beneficiaries
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Extensive professional experience with executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- Experience in and passion for any of the following: the beekeeping industry, honey, native bee research, the slow food and wine movement, and/or regenerative and sustainable agriculture practice or research.

Service on BGO's Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to board members' duties.