



# ForeverGreen Trails Board Member Responsibilities

## General Expectations

- Embrace FGT's mission, vision, and strategic plan.
- Understand the organization's goals, policies, programs, and services.
- Abide by organization bylaws and policies and operate in good faith in and on behalf of FGT.
- Actively participate on the Board and committees and in FGT projects, programs, and events.
- Support increased social justice related to active recreation and mobility in FGT's operations.

## Meetings

- Prepare in advance: read agenda packets fully to help ensure meetings are productive.
- Share information to support sound decision-making and competency of others.
- Ask questions to help you learn and become a more informed and productive Board member.
- Focus on understanding others' perspectives and not just on being understood.
- Help improve meeting productivity with constructive suggestions about process/agenda.

## Relationship with Staff

- Provide input to and support for the Executive Director as appropriate.
- Provide staff with introductions to key community leaders who can assist and support FGT.

## Avoiding Conflicts

- Serve ForeverGreen Trails as a whole rather than a special interest group or constituency.
- Avoid even the appearance of conflicts of interest; disclose any possible conflicts in a timely manner. Abstain from votes where you have a conflict of interest.
- Follow generally accepted standards of ethics for nonprofit organizations and public entities.
- Never accept/offer favors or gifts from/to anyone who does business with ForeverGreen Trails.

## Be an Ambassador for ForeverGreen Trails

- Know key talking points to convey the importance of FGT and its mission.
- Take advantage of opportunities to educate others about our organization and its benefits.
- Encourage individuals, businesses, organizations, and jurisdictions to join/support FGT.

## Financial Stewardship

- Exercise prudence in financial controls. Assure operations are transparent and limit risk.
- Review and approve budgets and periodic financial reports at Board and Executive Committee meetings. Ask questions to increase your nonprofit financial literacy.
- Ensure operational reserves to weather downturns and to take advantage of opportunities.
- Actively support FGT's fundraising activities: sponsorship, membership, donations, and grants.
- Help identify potential donors and fundraise through your personal influence ("peer to peer").
- Consider personally supporting ForeverGreen Trails with annual financial donations.