

# TPE Board Member Job Description

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## Responsibilities

The TPE Board as a whole has responsibility for governing the entire organization. The Board is responsible for establishing the organization's mission, determining strategic direction and setting policies to carry out the mission, and, as required by law, the oversight of the organization's finances and operations.

The following describes your responsibilities to The Prairie Enthusiasts and to the other Board Members. It also describes what you can expect in return.

What Board Members Provide	What Board Members Can Expect in Return
I will give my best effort to “hit the ground running” when beginning my service with the Board.	TPE will provide you a full orientation, including background information on work accomplished to date.
I will learn about TPE’s mission and programs, and be able to describe them accurately.	TPE will provide you with relevant materials and education.
I understand that the Board meets six times per year, plus one annual full-day retreat. I will do my best to attend each meeting, with the understanding that three consecutive unexcused absences will be considered resignation from the Board.	Board meetings to be well run and productive, with a focus on decision making rather than reporting. I understand that agendas will be distributed at least one week in advance. If I wish to add items to the agenda, I will contact the business manager at least two weeks in advance.
I accept fiduciary responsibility for TPE and will oversee its financial health and integrity.	Timely, accurate, and complete financial statements are distributed at least quarterly, one week in advance of the relevant board meeting. I also expect to be trained to interpret these financial statements.
I accept ethical responsibility and will help to hold fellow board members, the business manager (and, by extension, the full staff) to professional standards.	TPE will provide you with relevant training.
I will serve as an ambassador to the community and to other organizations to educate others and promote TPE’s work.	TPE will provide materials to do this job effectively.
I commit to increasing my skills as a board member.	TPE will provide you with appropriate training and support.
I will participate in fundraising to ensure that TPE has the resources it needs to meet its mission. I commit to making a personal donation (above and beyond membership dues and the annual appeal). TPE will be among the top five charities I support each year that I am on the board.	TPE will provide a range of fundraising activities, and you can expect relevant training and support to help you fulfill your obligations. You have the option of fulfilling your personal pledge in monthly or quarterly installments if you choose.
I will support the business manager and provide on-going assistance as requested by the business manager. I will support the executive committee in their performance review of the business manager.	The performance evaluation will be based on goals developed jointly by the president and the business manager.
I will follow and advocate TPE policies.	TPE policies are posted to the website.

<b>What Board Members Provide</b>	<b>What Board Members Can Expect in Return</b>
If I am a chapter representative to the board I will communicate with the chapter leaders before board meetings so they are aware of issues on the agenda and I will communicate with them after the board meeting so they are aware of decisions made by the board.	Board meetings will be set at least two months in advance. Meeting minutes will be provided to me within two weeks after the board meeting. In addition, all approved board meeting minutes are posted to the TPE website.

I understand and agree to these responsibilities:

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Signed

Date