

## Role Description: Director, Friends of Pinery Park

*Join a team of like-minded, enthusiastic individuals who are committed to preserving the environment for present and future generations. While you gain experience working on or leading a committee, you make a difference by giving back to the environment.*

### Qualifications:

- Team-player who is committed to assisting our organization achieve its mandate
- Passion/interest in preserving the environment, supporting research and environmental education programs
- Experience working with a non-profit organization
- Experience/interest in working on a committee
- Grant application and/or fundraising experience/interest desirable
- Business or IT experience/knowledge desirable

### Standards of Conduct

1. **Reasonable Care** A board member must exercise “reasonable care” when he or she makes a decision for the organization. In this case, “reasonable” is what a prudent person in a similar situation might do.
2. **Conflict of Interest** A board member must never use information gained through his or her position for personal gain. This means each member must always act in the best interests of the organization.
3. Only one member of any family shall serve on the board at any one time.
4. **Ethical and aligned** A board member must be faithful to the organization’s mission. This means he or she cannot act in a way that is inconsistent with the organization’s goals.

### The responsibilities of all FOPP directors include:

- Establish mission and purpose
- Select the executive director
- Support and evaluate the executive director
- Set policies and ensure effective planning
- Monitor and strengthen programs and services
- Ensure adequate financial resources
- Protect assets and provide proper financial oversight
- Build a competent board
- Ensure legal and ethical integrity
- Enhance the organization’s public standing

### In addition, FOPP Directors are expected to:

- Maintain current membership in Friends of Pinery Park
- Participate in 9 meetings a year.
- Participate in our Annual Planning Meeting.
- Participate actively in at least one of four committees:
  - Grant Writing
  - Communications
  - Event Planning
  - Pinery Fall Classic
- Support and attend fundraising events
- Contribute expertise and financial support when possible