

Seaside Sustainability Board Member Job Description & Agreement

Formally adopted by the Board of Directors August 28, 2025

Purpose of the Board: The Board of Directors plays a vital leadership role in ensuring the sustainable future of Seaside Sustainability. While staff manage daily operations, the Board is entrusted with ethical governance, strategic guidance, and fiduciary oversight in accordance with Massachusetts and federal law, as well as the organization's bylaws and policies.

Board members uphold three core legal duties:

1. Duty of Care – Actively monitor and engage in the organization's activities and operations
2. Duty of Loyalty – Place the interests of the organization above personal or professional gain
3. Duty of Obedience – Comply with applicable laws, adhere to the organization's [bylaws](#) and [policies](#), and safeguard its mission

Expectations of the Board as a Whole: The Board of Directors, as Seaside Sustainability's highest leadership body, is responsible for:

1. Defining and upholding the mission and vision
2. Selecting, supporting, and evaluating the Executive Director
3. Engaging in strategic and organizational planning
4. Ensuring sound fiduciary oversight and financial management
5. Leading fundraising and resource development
6. Approving and monitoring programs and services
7. Enhancing the organization's public image
8. Assessing its own performance as a governing body.

Expectations of Individual Board Members: Board Members are expected to:

1. Sign and annually update a [Conflict of Interest](#) disclosure, and disclose potential or actual conflicts as they arise
2. Understand Seaside Sustainability's mission, policies, programs, and needs
3. Read and interpret the organization's financial statements
4. Serve as an active ambassador, advocate, representative of the organization
5. Help secure financial resources, partnerships, and strategic connections
6. Leverage personal and professional networks to support the mission
7. Make a meaningful personal financial contribution annually
8. Identify and cultivate relationships that can advance fundraising, advocacy, and influence public policy
9. Prepare for, attend, and actively participate in board meetings

10. Serve on at least one committee and contribute to its work
11. Maintain the confidentiality of all internal matters, including board discussions, organizational strategy, and donor information

Board Member Agreement: By signing this document, I affirm that:

1. I believe in and support the mission of Seaside Sustainability
2. I will fulfill my duties and responsibilities as outlined above
3. I will commit my time, talent, and resources to advance the organization's work
4. I will act in good faith, with integrity, and in the best interest of Seaside Sustainability

Term of Service: Board Members serve a term as outlined in the bylaws, with eligibility for renewal upon mutual agreement.

Compensation: Service on the Board of Directors is without compensation, except for reimbursement of reasonable expenses incurred in the course of Board duties.

Signature: _____

Name (Printed): _____ Date: _____

On behalf of Seaside Sustainability:

Signature: _____

Name & Title: _____

Date: _____