

## **Seaside Sustainability Board Member Duties and Expectations**

**Re-Adopted by the Board July 17, 2023**

**Duties of the board** – The board of directors provides a vital role, ensuring the sustainable future of the organization. While staff manages the day-to-day operations, the board is tasked with providing ethical governance that meets the duties required by Massachusetts and federal law, as well as organizational by-laws and policies. The directors are responsible for exercising the

- *Duty of Care*: to pay attention to the organization’s activities and operations.
- *Duty of Loyalty*: to put organizational interests before personal and professional interests.
- *Duty of Obedience*: to comply with applicable federal, Massachusetts, and any local laws, adhere to the organization’s bylaws and policies, and remain the guardians of the organization’s mission.

**Expectations of the board as a whole** – As the organization’s highest leadership body, in satisfying its fiduciary duties, the board is responsible for

- determining the mission and purposes of the organization
- selecting and evaluating the performance of the executive director
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- approving and monitoring the organization’s programs and services
- enhancing the organization’s public image
- assessing its own performance as the governing body of the organization

**Expectations of individual directors** – Each individual director is expected to

- know the organization’s mission, policies, programs, and needs
- faithfully read and understand the organization’s financial statements
- serve as active advocates and ambassadors for the organization and fully engage in identifying and
- securing the financial resources and partnerships necessary for the organization to advance its mission
- leverage connections, networks, and resources to develop collective action to fully achieve the organization’s mission
- give a meaningful personal financial donation

- help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy
- prepare for, attend, and conscientiously participate in board meetings
- participate fully in one or more committees

**Directors are further expected to**

- follow the organization's bylaws, policies, and board resolutions
- sign an annual conflict-of-interest disclosure and update it during the year, if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- maintain confidentiality about all internal matters of the organization