

# Camp Ten Trees

## *Board Roles & Responsibilities: Board Member Role Description*

**Purpose:** To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Camp Ten Trees so as to support the organization's mission and needs.

**Mission:** Camp Ten Trees creates a loving and engaging youth camp environment for LGBTQ communities and their allies.

Please note: Members of the board share the responsibilities below while acting in the interest of Camp Ten Trees. Each member is expected to make recommendations based on his or her experience and vantage point in the community.

### **Responsibilities:**

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Personnel evaluation and staff development
- Review of organizational and programmatic reports
- Promotion of and ambassadorship on behalf of the organization
- Fund raising and outreach
- Participation in board development and recruitment.

### **Expectations:**

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board and serve as committee chair if needed.
- Stay informed about committee matters, prepare for meetings, and review and comment on minutes and reports.
- Volunteer for and willingly accept and complete assignments thoroughly and on time.
- Get to know other committee members and build a collegial working relationship that contributes to consensus.
- Be alert to community concerns that can be addressed by Camp Ten Trees' mission, objectives, and programs.
- Help communicate and promote Camp Ten Trees' mission and programs to the community.
- Become familiar with Camp Ten Trees' finances, budget, and financial/resource needs.
- Understand the policies and procedures of Camp Ten Trees.
- Participate in fund raising for the organization.
- Financially support Camp Ten Trees in a manner commensurate with one's ability.
- Actively participate in board annual evaluation and planning efforts of the board and its committees.

### **Length of term:**

- Either one or two years
- Directors may be elected to a maximum of six consecutive years of service, pending approval of the board.

### **Meetings and time commitment:**

- The board of directors meets on the third Wednesday monthly at 6:30 p.m., at 509 10<sup>th</sup> AVE E, Seattle. Meetings typically last 2.5 hours.
- Committees of the board meet an average of once per month, pending their respective agendas. Most meetings are in the evening and at 509 10<sup>th</sup> AVE E, Seattle.