

Board of Directors

Responsibilities and Expectations

Responsibilities

The Resource Media Board is more than a tool of governance. We have invited a group of talented individuals who bring a generative, collaborative approach to Board service. The Resource Media Board provides fiduciary oversight and ensures effective management and strategic direction on behalf of supporters of the organization and other external stakeholders. The Board also serves as a sounding board, source of expertise and generative thought partner for Resource Media's Executive Director and other staff leaders.

Expectations

Mission

- Become familiar with Resource Media's purpose, history, and needs.
- Help ensure that Resource Media is meeting its mission-oriented goals including promoting a more sustainable and just world, understanding and embracing diversity and inclusion and using communications tools to break down the silos between aspects of social change.
- Participate periodically in strategic planning activities, either in reviewing proposed plans and/or attending strategic planning functions.

Program Oversight

- Participate in periodic program updates from staff to become familiar with Resource Media's work.
- Provide assistance and advice to staff on programs within member's area of interest and expertise.
- Help the Executive Director evaluate the integration of program work with Resource Media's mission.

Legal and Financial

- Review and understand the organization's financial reports.
- Approve the annual budget and monitor budget implementation.
- Contract for independent audit.
- Oversee investment policies and management of capital.
- Approve contracts with third parties directly in support of Board activities (Audit, strategic planning etc.)
- Assure staff maintains relevant corporate registrations and filings and tax-exempt status.
- Assume primary responsibility for policy decisions regarding any legal issues that do/could arise for Resource Media.

Fundraising

- Support fundraising activities through sharing contacts, strategies and ideas.
- Periodically review fundraising plan and monitor progress against those goals.
- Act as public ambassadors and advocates for Resource Media with funders, donors, partners and potential clients.
- Board members are encouraged, but not required to make a modest individual donation to Resource Media each year.

Board Effectiveness

- Assure that the Board fulfills its fiduciary responsibility for the governance and effectiveness of the organization.
- Recruit, elect, and assist in the orientation of new Board members.
- Participate in periodic Board self-evaluation.

Executive Director and Staff

- Approve selection, hiring, onboarding, compensation, and if necessary, dismissal of the Executive Director.
- Conduct an annual performance review of the Executive Director.
- The Executive Director is responsible for management of the staff.

Term

Three (3) years. Board members may serve two consecutive terms and must rotate off the board for at least one year before rejoining.

Attendance

Board members are expected to make themselves available for four meetings annually. Some will be in-person and some will be via teleconference or videoconference. In-person meetings are generally one day in length. We will often schedule an informal board-staff gathering the night before the Board meeting. Travel expenses to Board meetings are reimbursed upon request. Board members are also welcome to cover their own travel costs.

Officers

Board members will elect a Board Chair, Vice-Chair, Secretary, and Treasurer. Term of office is two years. Officers may serve up to two consecutive terms. Board members are eligible for office after one year of service on the Board.

Committee Work

Each Board member may be asked to serve on at least one committee. An average of 10-12 hours per quarter on committees such as the Executive Committee, Board Development Committee, Audit Committee, and DEI Committee and others created as the board deems appropriate.

Time Commitment

Below is a table that indicates the estimated time commitment for Resource Media Board service. Obviously, this list cannot completely anticipate future time demands. Board members are expected to occasionally volunteer for additional duties that the Board Chair determines require board support. In addition, Board members should be able to participate in additional duties during regular business hours as scheduled in advance by the Board Chair or a Committee Chair.

Estimated time commitment for core board responsibilities.

Activity	Time
Participate in board orientation by reading orientation material and meeting with staff and board members.	4 hours – one time
Preparation for and attendance at four board meetings annually, plus travel as necessary	10 - 15 hours per quarter (plus travel)
Participate in committee meetings (almost always by phone, video or teleconference).	10 - 12 hours per quarter