
Board Member Information

— New and Prospective Members —



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FAQ about being on a board

- Do I need to have experience to join a nonprofit board?
 - No, we are small, so this is a great opportunity to gain experience
- What does the board do?
 - Sets the budget and policies to ensure the organization follows its mission
- How often do you meet?
 - All board members: Once a month for 1-2 hours
 - Committee meetings: 1-2x per month for about 1 hour each
- How much time will it require of my time?
 - Assume 2-3 hours per month for meetings, plus additional time for action items which can vary from 2-10 hours per month depending on what's going on
- Why would I want to join the board?
 - Good leadership experience for your resume, influence and gain expertise in issues you care about, make new friends, build connections in the community



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Recycling Advocates - Mission

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Board Member Responsibilities

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for

- determining the mission and purposes of the organization
- 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



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Your Responsibilities

Each individual board member 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 (*not required but greatly appreciated*)
- 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

<https://www.councilofnonprofits.org/tools-resources/board-orientation>

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Recycling Advocates Board of Directors Positions

- President
- Vice President
- Secretary
- Treasurer

All other board members will be considered “At Large” and will participate in monthly meetings and may be involved in one or more committees



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President

- Works with the board to set and run meetings
- Make board and committee appointments
- During meetings, calls the meeting to order, takes roll and manages agenda
- The president can also call meetings of the leadership committee
 - Leadership committee is key board members who conduct business on behalf of the board when not in session
- Makes speeches, attends public events, contributes to newsletter and magazine articles, and conducts interviews with the media.
- Might testify before a legislative body on matters that are relevant to organization
- After his term ends, a president becomes a past president and might continue to represent the organization when called upon by the board.
- 2 year term

<https://careertrend.com/nonprofit-board-president-job-description-22845.html>

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Vice President

- Helps define the mission & policies to help organization achieve the goals
- Engages businesses and citizens to support the cause or mission
- Creating and implementing fundraising events and personal involvement with the fundraising activities
- Ensures that all finances are being maintained according to state and federal regulations
- 2 year term

<https://careertrend.com/facts-6370743-ceo-job-descriptions-non-profit-oragnizations.html>



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Treasurer

- Keeps track of all money that comes in, where it comes from and where it goes
- Have knowledge of nonprofit accounting practices, nonprofit tax laws and fiscal record keeping (we use Quickbooks)
- Responsible for recording receipt of funds and depositing them into the bank account, and oversees the receipt and payment of bills
- Compiles periodic reports outlining the financial budgets and operational successes or failure of the organization when requested
- Help develop and maintain a contingency fund in case of emergency
- Authorized to sign checks or be granted access to bank and credit accounts
- Fill out and submit annual taxes
- 2 year term

<https://careertrend.com/role-secretary-board-directors-28153.html>

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Secretary

- The secretary is in charge of communication for the organization
- Takes meeting notes and will later compile those notes for everyone else after the meeting, including the votes of the board and action items
- Making sure that directors and officers maintain high levels of accountability
- Some organizations combine Secretary role within other board positions
- 2 year term

<https://careertrend.com/role-secretary-board-directors-28153.html>

<https://boardable.com/blog/role-of-the-nonprofit-board-secretary/>



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Resource Director

- Interacts with board members, donors and volunteers, answers the telephone, responds to voice mail, replies to and redirects emails.
- Takes pledges and donations on behalf of the organization, drafts letters and other correspondence and processes all incoming mail
- Compiles and sends out monthly newsletter and announcements
- Manages social media accounts
- Drafts letters and donation reports to be used by donors for tax deductible contributions
- Hourly part-time position budgeted by board



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Meeting Structure - Robert's Rules of Order

- “Call the meeting to order”
- Meetings require a quorum (minimum number of members, at least 50% attendance of board members)
 - Meeting can still happen with less, but no voting may occur
- Meeting agenda should be provided ahead of the meeting, followed during the meeting, with minutes published after the meeting
- Motions are used to request a vote
 - “I move that we ...” (approve the minutes, vote on a decision, etc)
 - “I second the motion”
 - If no second to your motion, then it is lost
 - “All in favor?” “Aye or Yes”
 - “All opposed?” “No”
 - Any member may move for a exact count if it’s not obvious

“Meeting adjourned”

<https://robertsrules.org/>



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Conflicts of Interest

- Board directors should not benefit financially, personally or otherwise from board events or activities
- Each organization should have a policy on conflicts of interest which should:
 - (a) require those with a conflict (or who think they may have a conflict) to disclose the conflict/potential conflict
 - (b) prohibit interested board members from voting on any matter in which there is a conflict.
 - (c) define the process on how the board will manage any conflicts.
- More information at:

<https://www.councilofnonprofits.org/tools-resources/conflicts-of-interest>

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Bylaws and certificate of incorporation

- 2007 Bylaws:
<https://drive.google.com/file/d/1o8DytlwUKOUzLbnpOT478JfGdaHhpQ26/view?usp=sharing>
- 501(c)(3) nonprofit organization
- Annual Reporting Period July - June
 - File taxes annually using Form 990
 - Due Nov 15th each year



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Annual Report

Annual report or other document that lists the donors/grantmakers that support the nonprofit. Developed jointly by Resource Director and President and reviewed and approved by Board

<http://www.recyclingadvocates.org/publications/>



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Calendar of Events

- Annual Meetings - Fall (Aug/Sept/Oct) of each year
- Next annual meeting **Sept 29th, 2020** - [Sign up here](#)
 - Elections
 - Annual Update
 - Campaigns
 - Financials
 - Upcoming year plans
 - Networking
 - Education and Outreach
- Monthly Board Meetings
 - 60-90 minutes, done in-person or virtual

Other Events throughout year

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Campaigns

Learn more about our 4 campaigns. You don't have to be a board member to be on a committee, we're always looking for passionate [volunteers](#)

- [Bring Your Own Cup \(BYOC\)](#)
- [Plastic UpCycling](#)
- [Zero Waste](#)
- [Statewide Outreach](#)



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Nonprofit Board Resources

- [The Little Book of Boards](#) by Erik Hanberg



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Interested in joining the RA Board?

Recycling Advocates Board Member Interest Form

Dear Recycling Advocates Board Candidate,

Thank you very much for your interest in joining our organization and helping lead this group.

Recycling Advocates was started in 1987 by a roomful of passionate volunteers based in Portland, Oregon, but we support initiatives across the state. You can learn more about us on our website at <http://www.recyclingadvocates.org>

Supporting Recycling Advocates includes working on fundraising events and education opportunities, as well as participating in at least one of the active committees and campaigns of our board. Our board has four required officers: President, Vice President, Secretary, and Treasurer.

Additionally, we would like to have committees for communications, membership, program design and implementation, board development, volunteer management, marketing, social media, and fundraising.

We encourage our board members to choose committees that interest them. It is through

https://docs.google.com/forms/d/e/1FAIpQLSd44IDOGRb3qPffo0UrtJKG-Yoy8pMCtSlolmqiX71o-3fk9Q/viewform?usp=sf_link



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Thank You!

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