

# FRIENDS OF THE TRNWRC

## DUTIES OF BOARD MEMBERS

6/29/2023

Version5.0 Author: willem stoeller

**VERSION CONTROL**

<b>Version</b>	<b>Author/Editor</b>	<b>Description</b>
Version 4.5	willem stoeller	Initial Version 10/28/2022
Version 1.5	Cheryl Hart	<ul style="list-style-type: none"> <li>• I changed the order on the fiscal comment to put fundraising clearly up front.</li> <li>• I'm not sure how to express the need for board members to be prepared to lead and realize not every board member may want to do that but I think we need to have some kind of succession statement.</li> </ul>
Version 2.0	Cheryl hart	Added be willing to advocate on behalf of the Friends and Refuge
Version 3.0	Willem Stoeller	Removed the section on leadership: if someone accepts to become an officer it is assumed that that person is willing to take a leadership role.
Version 4.0	Phyllis Milan	Incorporated changes suggested by Phyllis into this version (see email from Willem on 1/14/2023)
Version 4.5	Alan Christensen	Included a reference to strategic plan for the pillars.
Version 5.0	Willem Stoeller	Introduction of a two column format

*This current version supersedes all prior versions .*

**POLICY: DUTIES OF BOARD MEMBERS**

Members of the Friends of the Tualatin River NWR Board of Directors are responsible for setting the strategic direction of the organization in alignment with the Core pillars (see the Strategic Plan) outlined by the Board, while working collaboratively with US Fish and Wildlife. The Board must ensure fiscally sound programing in alignment with these pillars, and sound management of all expenditures incurred by the Board. Board Members serve as decision-makers in developing policies to govern operations of the Board and monitoring the organizations and financial and program performance.

**What board members provide**

**What resources and support are available**

<b>Legal and Fiduciary Role of the Board</b>	
1. I will actively participate in ensuring Friends of the Tualatin River NWR reaches its mission and vision while remaining a strong and healthy organization.	Friends specific documentation: <ul style="list-style-type: none"> <li>◦ Articles of incorporation</li> <li>◦ IRS 501(c)(3) approval</li> <li>◦ Bylaws</li> <li>◦ Policies</li> <li>◦ Committee Charters</li> <li>◦ Mission &amp; Vision</li> <li>◦ Strategic plan</li> <li>◦ Board Meeting minutes</li> </ul>
2. I will maintain and promote high ethical standards in making good-faith decisions while avoiding actual or perceived conflicts of interest with other activities or organizations.	
3. I will commit time, thought, and effort to establishing goals and priorities for the Friends of the Tualatin River NWR, developing good governance policies, defining program outcomes, and monitoring their effectiveness.	General documentation: <ul style="list-style-type: none"> <li>◦ <a href="#">A Guide to Nonprofit Board Service in Oregon</a></li> <li>◦ <a href="#">IRS: Compliance guide for 501(c)(3) Public Charities</a></li> <li>◦ <a href="#">The USFWS Friends Policy</a></li> </ul>
4. I will actively participate in ensuring compliance with state and federal laws (including IRS) governing nonprofit corporations and paying employment taxes.	Mentoring: <ul style="list-style-type: none"> <li>◦ Each new Board member will be assigned a mentor. A semi-structured, one-on-one mentoring relationship is to be established between a new Board member and a more experienced Board member (at least one year on the Board) that takes place face-to-face, via phone and on-line over a twelve-month period.</li> </ul>
5. I will assure, through participation in development, monthly review and active monitoring, that Friends of the Tualatin River NWR adhere to the approved budget and remain fiscally compliant.	Training: <ul style="list-style-type: none"> <li>◦ Reading the Friends’ financial reports</li> <li>◦ Fiduciary responsibilities</li> <li>◦ Friends’ fundraising activities</li> <li>◦ Advocacy</li> </ul>
6. I will actively engage in fundraising for the organization and contribute to the Friends above	

Friends of the Tualatin River National Wildlife Refuge Complex

and beyond the basic membership within my own fiscal ability.	
7. I will maintain confidentiality of Board discussions and all corporate records.	
8. I will be willing to advocate for TRNWRC and the National Refuge System. I will comply with the lobbying and advocacy restrictions stated by the IRS.	
9. I will serve on at least one Board committee as a member or chair.	<p>The following are Standing Committees of the Friends:</p> <ul style="list-style-type: none"> <li>◦ Executive Committee</li> <li>◦ Governance Committee</li> <li>◦ Finance Committee</li> <li>◦ Membership Committee</li> <li>◦ Grant Committee</li> <li>◦ Development Committee</li> <li>◦ Advocacy Committee</li> <li>◦ Outreach Committee</li> <li>◦ IT/Communication Committee</li> <li>◦ Natures Overlook Committee (store)</li> </ul>
10. If serving on a committee, I will attend and actively participate in committee meetings and between-meeting work of the committee.	
11. If serving as chair, I will know annual commitments and fulfill them within agreed-upon deadlines whenever possible.	

**ADOPTION OF POLICY**

This Policy was approved by the FOR Board Members at a meeting on 6/27/2023

Irene Vlach, Secretary

