



## Board of Directors Volunteer Position Description

### Why serve on the Sonoma RCD Board?

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The Sonoma RCD's mission and vision are broad:

*Vision: Sonoma RCD sees a future where the natural resources of Sonoma County are abundant and available for the benefit of all people, agriculture, ecosystems and the economy.*

*Mission: Bridging the needs of the community and natural resources by empowering people through reliable expertise and action to strengthen the resilience of Sonoma County.*

Pursuing these can be a worthy and rewarding endeavor. Benefits of serving on the RCD Board include:

- Working with an organization committed to important natural resource issues in Sonoma County;
- Interaction and engagement with a high-functioning and talented staff who are doing meaningful work;
- Your time volunteered will be valued and provide value. The RCD could not function without an effective Board;
- Opportunities to visit active project sites where conservation and restoration activities are being completed, including unique properties not open to the public;
- Collegial interaction and connection with other Board members;
- Opportunities to attend workshops and conferences on local, regional, and state natural resource and conservation topics;
- Developing leadership skills and other professional opportunities.

### Responsibilities

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The Board has the responsibility for governing the organization, overseeing its finances, and establishing policy. The Board is most active in the following realms:

#### **Partnership, Community Relations, and Resource Development**

Fostering partnerships. The RCD is part of a community of regional and local resource management agencies, nonprofits, and groups. Strong and well-developed relationships between the RCD (staff and Board members) with the people in these other organizations is critical to the RCD's success. Through these partnerships, we assist each other with data, planning, funding, outreach, and on-the-ground work. Having Board members active in this area of relationship development can assist the RCD in many ways, including:

- Improved awareness and recognition of the RCD's capabilities and work, both among partners and in the community at large;
- Identification of potential partners and funding sources for projects;
- Responsiveness of the organization's programs and services to address community needs;
- Increased cooperative action with other organizations.

#### **Leadership/Human Resources**

The RCD Board is responsible for the following personnel, leadership, and human resource functions of the organization:

- Board development, which includes identifying potential Directors and appointing new Associate Directors; orienting new Directors, training, evaluating and recognizing existing Directors and providing Directors with opportunities to grow and develop as leaders.
- Selecting and supporting the Executive Director, including reviewing performance regularly and providing ongoing support.
- Setting personnel policies, in collaboration with RCD management staff and attorneys.

### **Financial Management**

The Board is responsible for the sound management of the organization's finances:

- Ensure financial accountability and transparency of the organization.
- Oversee an ongoing process of budget development, tracking, and updates.
- Manage and maintain the organization's investments and long-term financial viability.
- Ensure adequate resources to achieve the organization's mission and implement the organization's programs and projects.

### **Strategic Planning**

The Board, working with the Executive Director and staff, sets the vision, mission, and strategy of the organization. This is accomplished through:

- Formal strategic planning processes that occur typically every 3-5 years; and
- Participation in Board/staff committees that lead the implementation of the strategic plan, and evaluate progress on strategic goals.

### **Associate Directors**

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Associate Directors are non-voting members of the Board who participate in meetings and committees, offering critical expertise and perspective to the RCD. Often, but not always, individuals become Associate Directors and use their time in that role to get to better understand the RCD before becoming voting Directors when a vacancy occurs.

Associate Directors are important members of the RCD Board. These individuals actively support strategic planning efforts, participate with staff at events and workshops, and represent the RCD at a variety of functions or on technical advisories. Special projects based on experience and background that support the mission of the RCD in serving our community also arise.

### **Requirements for Board Service**

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At a minimum, all Board members are expected to:

- Demonstrate an interest in natural resource conservation and the RCD's mission.
- Live and/or work in Sonoma RCD jurisdiction.
- Possess a willingness to learn about the RCD's work and grow as a Board member. (Training opportunities via workshops, retreats, and classes are periodically offered.)
- Represent the organization in a variety of capacities throughout the county, region, and/or state.
- Contribute 7-12 hours per month distributed approximately as follows (the actual number of hours will vary):
  - 3-4 hours— Board meetings (preparation and attendance)
  - 2-4 hours— Committee meetings (preparation and attendance)
  - 2-4 hours— Special projects and events