

2021 BOARD OF DIRECTORS DUTIES & RESPONSIBILITIES

The mission of The Arboretum at Flagstaff is to increase the understanding, appreciation, and conservation of plants and plant communities native to the Colorado Plateau.



GENERAL DUTIES OF NON-PROFIT BOARD MEMBERS:

- ☐ *support the mission, vision and values of the organization*
- ☐ *serve as ambassadors for the organization*
- ☐ *select, support and evaluate the Executive Director*
- ☐ *provide strategic direction*
- ☐ *provide governance and establish policies*
- ☐ *ensure adequate financial resources; assist with fundraising*
- ☐ *provide proper financial oversight*
- ☐ *build a competent and active Board of Directors*
- ☐ *actively seek participants (i.e.: Board and Committee Members, donors and volunteers)*

EACH ARB BOARD OF DIRECTOR MEMBER SHALL

- ☐ *put forth his or her best effort to attend all Board Meetings and constructively participate in the Meetings*
- ☐ *participate in the work of at least one Board Committee*
- ☐ *serve as a public relations agent for The Arb and work diligently and properly to promote its goals and objectives while keeping abreast of activities and programs*
- ☐ *develop, amend and approve policies and procedures of The Arb*
- ☐ *attend and monitor programs and events as possible*
- ☐ *establish and amend from time to time The Arb's mission, vision and goals; ensure short- and long-range planning*
- ☐ *approve the annual budget, maintain oversight of The Arb's finances, and ensure sound financial management*
- ☐ *participate in evaluating the performance of the The Arb's Executive Director annually*
- ☐ *actively seek out community members to participate in The Arb as Board or Committee Members; members, donors, and/or volunteers*



Thank you for the support you give—with your time, your service and your donations!

2021 BOARD OF DIRECTORS MEMBER PLEDGE SHEET

The mission of The Arboretum at Flagstaff is to increase the understanding, appreciation, and conservation of plants and plant communities native to the Colorado Plateau.



EACH ARB BOARD OF DIRECTOR MEMBER IS EXPECTED TO

- ☐ **give a minimum \$500**
 - ☐ **or raise at least \$1,000 in new sponsorships**
 - ☐ **or provide at least \$500 in in-kind services**
- ☐ **attend the Summer Garden Party**
- ☐ **become an Arb member at a level of your choice each year that you serve**
- ☐ **participate on at least one Committee**

If you have concerns about board member pledges, please speak frankly about your giving level with the Board of Directors President or The Arb's Executive Director.

I, (Print Your Name) _____, will

☐ **fulfill the \$500 financial commitment with:**

- ☐ **a one-time payment of _____ / _____ / 2021**
- ☐ **quarterly payments. Please bill me.**
- ☐ **monthly payments through PayPal**

(These can be set up by clicking Donate on our website, thearb.org.)

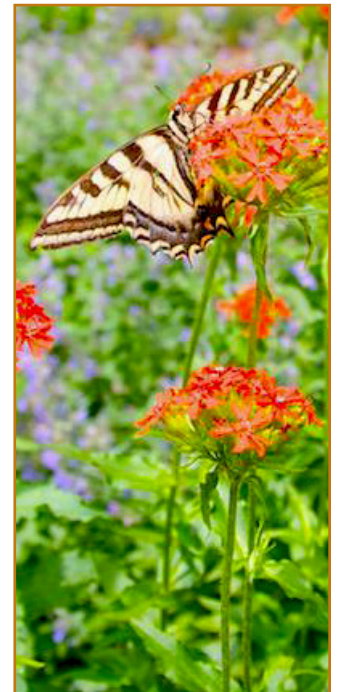
- ☐ **or obtain new sponsor(s) for The Arb's events equivalent to \$ _____**

☐ **support The Arb's fundraising efforts in one or more of these ways**

- ☐ **purchase tickets to The Arb's classes/events**
- ☐ **invite friends to join The Arb's classes/events**
- ☐ **provide contacts I know at businesses or corporations The Arb will prepare individualized proposals just for your contact(s).**

☐ **purchase gift memberships for my friends and colleagues**

☐ **volunteer my time**



Thank you for the support you give—with your time, your service and your donations!

Your Signature _____ Date _____ / _____ / 2021