

CONSERVATION FOUNDATION OF LANCASTER COUNTY **(CFLC)**

BOARD PRESIDENT JOB DESCRIPTION

POSITION OVERVIEW:

The Board President has the responsibility of leading the Conservation Foundation, but is one of four positions (President, Vice-President, Treasurer, and Assistant District Manager) forming the Executive Committee and can rely on the support and counsel of that leadership team to help make organizational decisions.

The Board President position has a one-year term that is filled by an election of their peers at the Foundation's annual reorganization/planning meeting.

REQUIREMENTS:

All members of the Conservation Foundation of Lancaster County's Board of Directors are expected to fulfill the roles and responsibilities listed in the position description. Specifically, advocating for the Foundation and programs within the Foundation. In addition to the expectations of a Board Director, the President has the special responsibility of unifying and leading the Board of Directors as well as facilitating their meetings and ensuring the integrity and accountability of the organization's leadership.

RESPONSIBILITIES:

The Board President is responsible for:

1. **Unifying the Board** - Four core ways to ensure the Board of Directors are unified around the common purpose of the organization involve:
 - a. Regular reviews of the organization's vision and mission.
 - b. Request/Propose policies and procedures to ensure sustainability and ongoing success.
 - c. Ensure that structures and procedures are in place for effective recruitment and onboarding of new board members.
 - d. Engage the board in strategic planning processes.
2. **Leading the Board**- The president is responsible for leading by example. They should not only understand the legal and ethical roles and responsibilities of the board of directors but also always model them. The president must proactively seek ways to stay informed, keep the board informed, and take timely action in the mission's best interest.
 - a. The Board President is a de-facto member of all Board Committees and may assist the committee chairperson to identify and resolve issues.
 - b. The president may be tasked with representing the organization on other organizations and committees.
 - c. As the governing board's chief officer, the President will be an authorized signer of legal documents. In this capacity, they may also be authorized to sign or countersign checks,

correspondence, applications, reports, contracts, or other documents on behalf of the organization.

3. **Facilitate Meetings** – The Board president should partner with the Assistant District Manager to create meeting agendas. While the Assistant District Manager, Conservation District program staff or other board members may play an essential role in reporting at regular board meetings, the board president leads the meetings and ensures proper procedures are followed and actions taken.

The Board President must be familiar with Roberts Rules of Order and have the communication and time-management skills needed to avoid aimless discussion and instead guide members to strategic conversations and action.

4. **Ensuring Accountability** – The president may delegate specific duties to the Assistant District Manager, board members and/or committees as appropriate; however, the accountability for board members remains with the president. Accountability assessments might include:
 - a. Oversight reviews to ensure the organization is adhering to all approved policies and procedures.
 - b. Resource audits to ensure the organization has the financial, human, and material resources needed to fulfill its mission.
 - c. Based on the results of each assessment, the president must ensure that Directors and Administrative leadership address failures and build on strengths.

This position description has been designed to indicate the general nature and level of tasks performed by a Director in this position. It is not intended to contain or to be interpreted as a comprehensive listing of all duties, responsibilities, and qualifications required for to this position. This job description is subject to change but remains in effect until superseded or canceled in writing by approval of the full Board of Directors.

Signed _____ Date _____