

Conservation Foundation of Lancaster County
Board Member Position Description
10/05/2023
Revised 1/29/2025
Approved February 6, 2025

POSITION OVERVIEW:

A member of the Board of Directors of the Conservation Foundation of Lancaster County (Foundation) has the responsibility of advocating for, personally supporting, and potentially securing financial resources that support conservation-related programs conducted by the Conservation District and other board-approved community-like-minded organizations. This requires adequate knowledge of local natural resource needs and issues, management and operational strategies, local conservation and environmental policies, and the knowledge and coordination of local, state, and federal resources for operational and project funding. Board members should have a wide variety of skill sets that will collectively bring a varied level of expertise to the overall scope of work of the Foundation.

SPECIFIC BOARD MEMBER RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

1. Attend and actively participate in all regular and special board meetings of the Foundation, addressing all issues that the Foundation faces annually, and providing proactive solutions. This means attending at least 4 Board meetings a year. The Executive Committee of the Foundation could discuss termination if attendance of a Board member dwindles below an acceptable level. (Time commitment over an entire year for a Board member to attend all Board meetings is approx. 8-10 hours)
2. Attend and actively participate in all committee meetings to which you are appointed, addressing the specific issues that each working committee faces annually, and providing proactive solutions back to the Foundation board. This means attending at least half of the committee meetings a Board member is seated on. (Time commitment over an entire year for a Board member on a committee would vary from 2-10 hours max)
3. When needed, assist with identifying potential funding opportunities for the Foundation and other board-approved like-minded organizations that may include identifying and procuring grants, and corporate and/or private funding resources. When needed, serve as a Foundation representative to these funders.
4. Serve to improve communications, coordination, and relations with all board-approved partner organizations that co-sponsor grants/funds with the Foundation.
5. Serve as a resource to identify and connect your professional peers and community contacts to bring them closer to the Foundation's mission and overall scope of work.

6. Serve as a representative of the Foundation by actively advocating needs and partnership opportunities at the Conservation District and other like-minded conservation organizations' board/committee meetings and/or community events.
7. Stay informed on conservation and natural resource issues in Lancaster County and be familiar with the majority of the laws, policies, and programs important to the work of the District and approved like-minded conservation partners. Also, stay familiar with the Foundation's by-laws.
8. Develop a working relationship with county commissioners, state and national legislators, agency officials, local municipal and county officials, and representatives of organizations that could cooperate with the Conservation District mission and like-minded conservation partners. This would be through active engagement at events the Conservation District or other like-minded conservation partners have with these groups annually or through Foundation-sponsored events for these groups.
9. When needed, hire and oversee Foundation staff, support and advance internal Foundation operations, and proactively pursue funding for overhead and administration.
10. Be familiar with the Foundation's annual operating budget and all funds that are being held with the Foundation, which includes dollars managed by a subsidiary LLC of the Foundation known as the Lancaster Clean Water Partners. Understand the purpose of all funds, assure policies and procedures are in place for compliance and fiscal responsibility, and review quarterly financial statements making recommendations as needed.
11. As stated in the Foundation By-Laws each Board member would be expected to complete two consecutive 3-year terms on the Board if elected.

* All potential Foundation board members will also be approved by the District Board prior to their term beginning as per the Conservation Foundation By-Laws.