



Board Responsibilities & Expectations

Updated 2.20.2019

The Thames River Heritage Park Foundation Board of Directors has three primary responsibilities:

Set Organizational Direction. Determine and periodically assess, amend, or up-date mission, vision, goals and strategies through a strategic planning process; approve operational or annual plans to achieve goals and strategies.

Provide Oversight of the Heritage Park. Oversee financial and operational management of the Heritage Park; monitor progress on the strategic plan; monitor and evaluate Board-approved programs and services; approve and monitor Committee work plans; provide legal and moral oversight; minimize exposure to risk; periodically assess the performance of the Board of Directors; annually evaluate the performance of the Executive Director.

Ensure Necessary Resources. Hire capable executive leadership; ensure adequate financial resources; annually adopt operational budget; ensure presence of a capable and responsible Board of Directors; approve Committee Chairs; inform stakeholders of Foundation's performance and promote a positive public image; advocate for the Foundation, utilizing professional contacts and making introductions to staff for the Foundation's benefit.

Your Role & Expectations

Individual board members are expected to::

Understand and support the Foundation's mission, vision, policies, and programs.

Participate in a strategic planning process; approve operational or annual plans to achieve strategic goals.

Regularly attend and participate in board meetings, conference calls and special events as needed.

Participate in standing and/or ad-hoc board committees and task forces as requested by the board president.

Be effective in board discussions and deliberations by being prepared and familiar with advanced required reading materials.

Maintain confidentiality of the board's executive sessions.

Speak on behalf of the Board or the Foundation only when requested to do so by the Executive Director or Executive Committee.

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Avoid the appearance of a conflict of interest and disclose any possible conflicts to the board in a timely fashion.

Suggest possible nominees to the board who are individuals of achievement who can make significant contributions to the work of the board and the progress of the Foundation.

Faithfully read and understand the Foundation's financial statements and help the board fulfill its fiduciary responsibility.

Make a meaningful annual financial contribution to the Foundation according to personal means as part of the board goal of 100% participation.*

Assist the Foundation by implementing fundraising strategies through personal influence with others.

Attend activities and events sponsored by the Foundation whenever possible.

Help identify and cultivate relationships to support the Foundation such as donors, volunteers, and advocates by keeping them up to date on the Foundation's progress and personally inviting them to important events.

Share personal or professional networks to grow the non-profit financially, when possible.

Contribute professional expertise, skills, and training to the board.

Assure that the Executive Director and Secretary are provided with current contact information for the receipt of official communications.

Help communicate and promote the Foundation's mission and programs to the community.

Agree to step down from board position if unable to fulfill these expectations.

**Foundation and corporate funders review the percentage of board members who made a financial contribution in the past 12 months. They view less than 100% giving as indicating a weak and disengaged board. As a result, organizations with board members who don't contribute financially are significantly less likely to obtain grants.*