

**Platte Land Trust**  
**Board Directors - Job Description and Application**  
**Number 3.A**

**Policy 3.A**

The Platte Land Trust Board of Directors ensures effective and fiscally sound operations and programs by providing leadership, advice, and direction to the organization. The Board of Directors is the legally responsible group that oversees activities.

The Board of Directors are trustees who act on behalf of the organization and its constituents, including clients, property owners, funders, members, government agencies, and taxpayers. The Board of Directors has the principal responsibility for fulfillment of the organization's mission, objectives, strategic plan, and legal and financial accountability for its operations.

This means that as a group, they are responsible for establishing a clear organizational mission, forming the strategic plan to accomplish the mission and objectives, overseeing and evaluating the plan's success, providing adequate supervision and support to any staff, fund raising and ensuring the financial solvency of the organization, interpreting and representing the organization to the community, and instituting a system of policies and procedures.

**Board Director Job Description**

Each Board Director is expected to:

- Volunteer for a three-year term, which can be renewed indefinitely based on both member and board review.
- Support the mission, vision and programs of Platte Land Trust. This includes understanding the issues and serving as an advocate for programs and support.
- Participate in Board meetings, serve on committees, attend Platte Land Trust events and share expertise for the sound operation of Platte Land Trust.
- Be familiar with budget planning process and uphold Board financial mandates—review and approve annual budget; review financial reports; review outside financial audits (*see policy \_\_\_\_\_*).
- Assist with the organizations annual operating fund raising and development program based on individual ability.
- Help insure Board membership is representative of constituents, expertise, and commitment.
- Assist in recruiting Board Directors for vacancies, and with interviews and orientation of candidates (*see policy 3B - Board Composition, Training and Procedures*).
- Be responsible for selecting, evaluating performance and compensation for any staff in its employ.

## **Qualifications for Service**

A Platte Land Trust Board Director should possess a number of the following skills:

- Familiarity with and commitment to the organization's mission, vision, values, and programs.
- Knowledge and fulfillment of Platte Land Trust bylaws and policies on decision making, quorum, meeting practices and delegation of authority
- Initiative
- Integrity
- Teamwork
- Leadership
- Good decision-making experience
- Comfortable with participating in advocacy and fundraising activities

Approved by Board of Directors on \_\_\_\_\_

**Platte Land Trust**  
**Prospective Board Director Application/Questionnaire**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Summary of Work Experience:

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Education:

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Community Service or Non-profit Experience:

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What do you know about the Platte Land Trust or land conservation in general?

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Have you been active with the Platte Land Trust or other conservation group? If yes, please describe.

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What expertise and skills would you bring to the Board?

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What networks in the community do you have access to?

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What other information about you do you want to share with the Board Development Committee?

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Signature \_\_\_\_\_ Date \_\_\_\_\_

**Platte Land Trust**  
**Board Director Selection Process**

**Applicant:** \_\_\_\_\_

- ☐ Recruited by PLT Director(s)
- ☐ Application received from the public solicitation
- ☐ Application form completed and submitted to PLT Board
- ☐ Application review completed
- ☐ Interview of Applicant by Board Directors; Date: \_\_\_\_\_  
Directors present:
  
- ☐ Applicant Recommended or Not Recommended for Board service
- ☐ Applicant visits Board of Directors meeting; Date: \_\_\_\_\_
- ☐ Applicant Approved as PLT Director; Date: \_\_\_\_\_
- ☐ Orientation of new Director; Date: \_\_\_\_\_ Conducted by:  
\_\_\_\_\_
  
- ☐ Conflict of Interest Policy signed; Date: \_\_\_\_\_
- ☐ Director receives By-laws and Standards & Practices
- ☐ Director selects Committee to serve