

## **Member of the Board of Directors**

### **Job Description**

Members of the Board of Directors of Friends of Sleeping Bear Dunes, Inc. (FSBD) have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. Board members should believe in the purpose and the mission of the organization and act responsibly and prudently as its steward.

Duties of a Board Member include:

- Interpret the organization's work and values to the community, represent the organization, and act as an ambassador.
- Attend at least 75% of board meetings, including committees I am assigned to.
- RSVP my attendance for board meetings or board committee meetings at least one day in advance to either the FSBD board secretary (for board meetings) or the committee chair (for committees to which I am assigned.)
- Review board materials prior to the board meeting and come to the session prepared for discussion.
- Actively participate in one or more fundraising activities.
- Act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.
- Stay informed about the organization's activities and current issues. Ask questions and request information. Participate in and take responsibility for making decisions on issues, policies and other board matters.
- Work in good faith with staff and other board members as partners towards achievement of our goals.
- Serve on a minimum of one Board committee.
- Commit additional time each month to Board business or volunteering within the park beyond the regular board meetings.

### **Required Experience**

Knowledge about Sleeping Bear Dunes National Lakeshore and the local community.  
Communication skills  
Ability to use e-mail, Google Suite

### **Required Training**

Provided by Friends of Sleeping Bear Dunes

### **Time Commitment**

4-6 hours per week