

NORTH CAROLINA BOTANICAL GARDEN FOUNDATION BOARD DIRECTOR RESPONSIBILITIES

Know the Garden

- Learn about the Garden and its work in conservation, education, research and service to the public and express personal passion for the mission of the Garden and Foundation.
- Attend Garden lectures and programs, and visit and get to know Garden sites (Coker Arboretum, Battle Park, the Herbarium, nature trails, etc.).

Act on the Foundation's and Garden's Behalf

- Interpret the Foundation's and the Garden's work and values to the community.
- Serve on at least one standing Foundation committee or task group.
- Attend Board meetings, committee meetings, and Foundation events.
- Accept fiduciary responsibility as a Board Director and exercise good business judgment on behalf of the Foundation in making decisions on issues, policies and other Board and committee matters.
- Review and approve the Foundation's annual budget; monitor and evaluate the financial performance of the Foundation.
- Communicate in respectful and effective ways with fellow Directors and Garden staff. Speak as "one body" with members of the public.
- Recruit and recommend directors for the Foundation's Board.
- Volunteer to assist the Garden with ongoing activities or special events.
- Annually self assess personal performance as a Board Director and the performance of the Board and committees.
- Annually read the Foundation's Conflict of Interest policy, and complete and submit the Foundation's Conflict of Interest Disclosure Form.

Contribute Financial Support

- Support the Foundation by maintaining membership for the duration of Board Director service.
- Assess personal circumstances each year during Board Director service and, if deemed appropriate, make an additional personal financial contribution at a level that is meaningful to the individual Director.
- Help raise funds to advance the Foundation's and Garden's goals by leveraging business and personal relationships, and cultivate interest in and support for the Foundation and Garden at private gatherings, one-on-one meetings and special events.
- Consider making a planned gift to the Foundation as part of your legacy and encourage others to do the same.

Be an Ambassador

- Bring visitors to the Garden; plant native plants.
- Advocate on behalf of the Garden by exercising your influence on legislators, university administrators and other relevant entities, organizations and opinion makers.

NORTH CAROLINA BOTANICAL GARDEN FOUNDATION BOARD OFFICER RESPONSIBILITIES

PRESIDENT

Meetings

- Chair Board and Executive Committee meetings and the annual membership meeting.
- In concert with the Garden Director, develop agendas for Board and Executive Committee meetings that reflect strategic goals and priorities of the Foundation and the Garden.
- Serve as ex officio member with voting power of all Foundation committees.
- Meet regularly with the Garden Director and the Foundation Vice President.

Communication

In connection with Garden staff, develop and direct regular communications within the Foundation and externally, including:

- Regularly sharing information about the work and activities of the Foundation Board and standing committees.
- Welcoming new Directors.
- Thanking retiring Directors for their service.

Events

Attend Foundation events hosted at the Garden.

Operations

- Review and execute contracts and other documents as directed by the Board.
- Determine when outside counsel is desirable and manage outside counsel once engaged.

VICE PRESIDENT

- Attend all Board and Executive Committee meetings and the annual membership meeting.
- Understand the responsibilities of the President in order to perform the President's duties when the President is unavailable.
- Perform the work delegated to the Vice President by the President or the Board, either alone or as part of a larger team.
- Meet regularly with the Garden Director and the Foundation President.
- Attend Foundation events hosted at the Garden.

TREASURER

- Attend all Board and Executive Committee meetings and the annual membership meeting.
- Understand financial accounting for nonprofit organizations.
- Serve as chair of the Finance Committee.
- In concert with Garden staff, gather Foundation financial data from University records and ensure that reports are accurate and timely.
- Review and track investments that are invested by the University on behalf of the Foundation.
- In concert with Garden staff, ensure that appropriate financial reports are made available to the Board and Executive Committee on a timely basis.
- Present the Foundation's annual budget to the Board for approval.
- Review the annual audit and annual tax return and answer Board Director's questions about the audit and tax return.

SECRETARY

- Attend all Board meetings.
- Serve on the Executive Committee.
- Take minutes of Board meetings and Executive Committee meetings.
- In concert with Garden staff, ensure the safety and accuracy of all Board and Executive Committee records and ensure that records are stored appropriately.