

**FRIENDS OF CORVALLIS PARKS AND RECREATION
BOARD OF DIRECTORS RESPONSIBILITIES**

Description: The Board of Directors consists of a minimum of five and a maximum of 15 members, with one-third being elected each year. Directors are elected by the current board members of the organization at the annual meeting held during the first 60 days of each calendar year. Each term of office is three years, with reelection to a maximum of two full terms. After serving a maximum term, a Director may stand for reelection following one year's absence from the Board. On completion of his or her term, a board member may be appointed to emeritus status. Such status may include performing executive functions as determined by the Board. Any Board vacancy will be filled by a majority vote of the remaining board. The successor shall be elected to serve the remainder of the unexpired term. Directors serve without compensation, but may be reimbursed for documented and approved Board related expenses.

The Board of Directors meets in the evening on the fourth Tuesday of each month of the year. Special meetings may be held at the request of the President of the Board, the Executive Committee or by any two members of the Board.

Responsibilities: All directors are expected to:

1. Attend the majority of regular and special meetings, keep informed of Board activities and notify the Board Chair of anticipated absences at meetings.
2. Commit to a approximately 6 to 10 hours of time per month, distributed approximately as follows:
 - 3-4 hours Monthly Board meetings (preparation and attendance)
 - 2-3 hours Monthly Committee meetings (preparation and attendance)
 - 1-3 hours Special projects
3. Attend a yearly board retreat of one-half to one day in length.
4. Carry out the fiduciary responsibilities of a board member. This requires that the board member is aware of and monitors the financial condition of the Friends of Corvallis Parks and Recreation (Friends). Board members will also be called upon to make financial decisions regarding the Friends. Board members shall carry out due diligence in carrying out the financial matters of the Friends.
5. Make a financial contribution to the organization to the best of one's ability.
6. Participate in board fundraising activities to ensure that yearly fund raising goals are met.
7. Expand one's knowledge about the programs, services and facilities of Corvallis Parks and Recreation Department and/or not-for-profit organizations.
8. Represent the organization to the community.

I have read the Board of Directors Responsibilities and agree to fulfill these responsibilities as a member of the Friends of Corvallis Parks and Recreation Board of Directors.

Printed Name & Signature

Date