



Board Member Job Description JeffCo Aquatic Coalition (JAC)

1. Embrace the mission of JAC.
2. Learn and carry out the legal responsibilities of the board.
3. Learn enough about the organization to portray it accurately.
4. Attend as many board meetings, retreats and special events as possible.
5. Come to board meetings prepared to participate fully.
6. Play a leadership role in at least one committee or task force.
7. Make an annual personal financial gift according to your means.
8. Help with fundraising efforts in whatever way is most appropriate.
9. Serve as an ambassador between the organization and the community.
10. Communicate clearly and respectfully, and support the decisions of the full board.
11. Keep the board informed about concerns in the community.
12. Exercise loyalty and confidentiality in dealings with the board.
13. Support the organization and officers in times of controversy or crisis.
14. Fulfill commitments on time.

What Board Members Can Expect from JAC

1. Clear and reasonable expectations.
2. Consistent, timely communication from other board members.
3. Access to any information needed about the organization.
4. Training, encouragement and strategic advice to carry out tasks.
5. Respect for the time, views and talents you offer to the board.

Approved by the JeffCo Aquatic Coalition Board on August 30, 2017