



1600 Riverside Road
Jamestown, NY 14701

auduboncnc.org
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ACNC Board of Directors General Job Description

Revised September 2022

Reports to: ACNC Board of Directors Chair and Membership

Supervises: ACNC Executive Director

Grade: Volunteer Position, held for three fiscal years (October 1 through September 30) with the potential for re-election to a second three-year term.

General Description

ACNC Board Members are expected to participate in the following activities that benefit the organization:

1. Determine the mission, purposes, and advocate for the organization
2. Agree to participate in ACNC's Culture of Philanthropy
3. Assist the Executive Director in identifying and confirming business sponsors and Community Partners annually
4. Ensure effective planning
5. Adopt the annual budget
6. Approve changes to existing policies
7. Approve salary range adjustments as needed
8. Select the Executive Director as needed
9. Support and evaluate the Executive Director
10. Ensure adequate financial resources
11. Build a competent board and provide board mentorship and training
12. Enhance the organization's public standing
13. Protect the organization's assets and provide financial oversight
14. Ensure legal and ethical integrity



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Additional Responsibilities

1. Review monthly board meeting materials prior to each meeting
2. Attend a minimum of 8 of the 10 monthly Board Meetings
 - a. Per ACNC By-Laws: "A director who misses three consecutive meetings during a fiscal year without adequate cause shall be considered to have submitted their own resignation which the Board may accept."
3. Participate in/serve as chair for one other committee within ACNC based on your interests/professional background
4. Participate in board related strategic plan objectives/tactics
5. Participate in Blue Heron Legacy Events and outreach at the request of the Executive Director
6. Participate in 'thank you' and 'donation request' calls on designated 'days of giving'
7. Answer questions, and assist Executive Director with addressing personnel and other issues that may require a second opinion/board approval
8. Volunteer at a minimum of one ACNC event, fundraiser, or program per year
9. Perform a mid-year self-assessment annually (see assessment questions listed below)
10. Assist with identifying new board members that will benefit the organization

Minimum Qualifications

- Be available to attend monthly board meetings
- Have an understanding of and commitment to ACNC's mission, vision, IDEA Statement and statement of beliefs
- Have an existing relationship with ACNC and or a shared interest in its mission, vision, IDEA Statement, and beliefs

Preferred Qualifications

- Professional experience/working knowledge of financial and personnel management
- Previous experience serving as a volunteer/ board member
- Experience working with (whether paid or volunteer) a non-profit organization



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Board Member Self-Assessment Goals

- To remind board members of the commitments that they made when joining the board
- To encourage board engagement
- To provide an opportunity mid-way through the fiscal year (March) for the executive committee to review board participation and identify areas of strengths and weaknesses

Board Member Self-Assessment Questions

1. Have you read ACNC's General Job Description?
2. Have you read, signed, and returned the annual documents to ACNC Executive Director (Confidentiality and Conflict of Interest)?
3. Do you serve on an additional ACNC Committee?
4. Have you read ACNC's Culture of Philanthropy document?
5. Have you volunteered at one or more ACNC events/fundraisers?
6. How many board meetings have you attended since September?
7. Have you received and reviewed the ACNC Board Manual (both online and printed versions)?
8. Did you complete and submit your 360 review form for ACNC's Executive Director?
9. Have you included ACNC in your personal annual giving for this fiscal year?
10. Have you identified any ACNC Community Partners and or Business Sponsors within this fiscal year?
11. Do you have any questions/comments for ACNC's Board Chair and Executive Committee?

Board Assessment Follow Up

- Assessment answers to be reviewed by the executive committee and they will follow up with board members directly if there are any questions or concerns.