



Responsibilities of Citizen Science Association Board Members 12/3/15

The Board of Directors is the governing body of the CSA. In this role it establishes policy and oversees the work of the organization in achieving its mission. The board participates in strategic planning, helps secure sufficient financing to carry out the strategic plan, and monitors the plan's execution. Board members must be willing to attend the requisite meetings, follow through on commitments, and participate fully in the decision-making process. The board also presents the CSA's image to the community and solicits support for its mission. The board of the CSA is a working board, and is expected to both generate policies and strategies and to be actively involved in implementing them.

General Responsibilities

Organizational

- Participate in strategic planning and setting long-term programmatic and operational goals.

Fiscal

- Review revenues and expenses on a quarterly basis to ensure the CSA's financial health and the appropriate use of funds to achieve the organization's mission; approve the organization's annual budget.
- Approve the hiring of an external auditor for a yearly audit; review the report prepared by the auditor.
- Strengthen the CSA's financial base by developing, participating in, and contributing to the organization's fundraising efforts (as needed).

Legal

- Act on behalf of the organization and its interests, putting aside personal concerns, affiliations, or constituencies.
- Set procedures and policies to ensure that the organization operates in a manner that complies with applicable laws.

Ambassadorship

- Promote the CSA's mission, vision, and goals; encourage support for the efforts of staff and volunteers; and advance the field of citizen science through the work of the CSA.
- Make introductions to new communities, corporate sponsors, foundations, and helpful individuals.

Staff

- When financially feasible, hire the chief executive and review his/her performance annually.
- Use individual expertise to assist in staff organization and development if requested by the chief executive.
- Review working group activities and progress.

Specific Responsibilities

- **Attendance and Contribution of Time:** The board typically meets 12 times per year in person or via phone. Typically one or two meetings per year take place in person. Board members are asked to attend at least one in-person meeting and at least nine total meetings per year. In-person meetings are typically two days long and meetings via conference call are usually one hour. In addition, board members who take on leadership roles within committees or working groups commit to additional work outside of meeting times.
- **Financial Contribution:** We expect all board members to make a commitment to fundraising efforts. The board is in the process of drafting the fundraising strategy and personal giving policy.
- **Committee Membership:** Board members will be asked to sit on at least one committee.
 - o *Audit Committee*—Chaired by the Treasurer or another board member assigned by the board chair, this committee provides oversight of the independent audit process, including hiring and evaluating the independent auditor(s).
 - o *Finance Committee*—Chaired by the Treasurer, this committee is responsible for monitoring the financial health of the organization and its risk management.
 - o *Governance & Nominations Committee*—Chaired by the board’s Vice-chair, this committee is responsible for recruiting and nominating board candidates; managing the board election process; ensuring that the size, leadership and composition of the board are appropriate; overseeing board training and evaluation; and overseeing governance structures and policies (including committee structure, conflict of interest and other policies, and bylaws).
 - o *Other Committees*—Chaired by a board member assigned by the board chair, these committees are established as deemed necessary or desirable by the board and assigned specific tasks and responsibilities as needed.
- **Terms:** We expect board members to commit to a three-year term. They may serve a second consecutive term, for a total of six years of service. In addition, after a one “gap year,” former board members are eligible to serve one final three-year term.