



Responsibilities of Citizen Science Association Board Members

12/22/18

The Board of Directors is the governing and managing body of the CSA. The board is charged with implementing the strategic plan, securing sufficient financing to carry out operations, and monitoring the plan's effectiveness at delivering on the organization's mission and vision. Board members must commit to attend board and committee meetings, follow through on commitments, and participate fully in the decision-making process. 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. The board also serves as the public face of the CSA, representing our work and building community and individual support for its mission.

General Responsibilities

Organizational

- Participate on two board committees (Executive, Finance, Fundraising, Governance, and Program), work to implement the strategic plan, set and meet near-term operational goals, and contribute time and ideas to advance the CSA.

Fiscal

- Review revenues and expenses 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.
- Demonstrate your commitment and leadership by making a personal annual donation to the CSA.

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 and support the efforts of staff and volunteers.
- Make introductions to new communities, corporate sponsors, foundations and helpful individuals.

Staff

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

Specific Responsibilities

Attendance and Contribution of Time: The board typically meets 6 times per year via phone and one or two times per year in person. Board members should attend a minimum of one in-person meeting (self-funded), and five total meetings per year. In-person meetings are typically two days long and meetings via conference call are usually one and a half hours. In addition, board members are expected to serve on one or two board committees, and may select to serve on working groups, both of which require additional work outside of meeting times.

Financial Contribution: We expect all board members to make a commitment and contribution to fundraising efforts.

Committee Membership: Board members will be asked to sit on at least two committees.

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 one “gap year,” former board members are eligible to serve one final three-year term.