

**NORTHWEST ECOLOGICAL RESEARCH INSTITUTE
BOARD MEMBER RESPONSIBILITIES**

OBJECTIVE: To serve as a voting member of the Board of Directors, which has legal, fiscal, and policymaking responsibilities for the operation of the Northwest Ecological Research Institute.

RESPONSIBILITIES OF BOARD MEMBERS:

1. Attend a majority of the Board meetings per year.
2. Know, discuss, approve, and oversee implementation of programs and policies of the organization.
3. Participate in planning and monitoring the NERI budget.
4. Participate in fundraising, if necessary.
5. Be legally responsible for the organization, and oversee its adherence to the Bylaws.
6. Chair or serve on committees as needed to complete tasks identified in NERI's Strategic Plan.

ADDITIONAL RESPONSIBILITIES OF OFFICERS:

President:

- Schedule meetings of the Board
- Direct meetings of the Board
- Administer the policies and programs of NERI as directed by the Board.

Vice President(s):

- Assume the duties of President when he/she is absent.

Secretary:

- Send notice of meetings to Associates in accordance with the Bylaws.
- Maintain the mailing list of Board members and Associates.
- Take minutes of Board meetings (or designate a substitute), ensuring that they adhere to the corporate form.
- Maintain the "corporate minutes book."

Treasurer:

- Maintain the books of NERI, and provide current information to Board meetings.
- Prepare the annual fiscal report of NERI, ensuring that the Secretary includes it in the "corporate minutes book."
- Deposit funds and write checks on NERI's account to pay invoices and expenses incurred by NERI.
- Prepare tax and corporate registration forms for NERI, ensuring that these are filed in a timely manner.