

TKO BOARD ROLE & EXPECTATIONS



TKO's MISSION: Trailkeepers of Oregon is a non-profit organization whose mission is to protect and enhance the Oregon hiking experience through advocacy, stewardship, outreach and education.

BOARD RESPONSIBILITIES Just as TKO acts as a steward and advocate for Oregon's trails and trail users, the TKO Board acts as steward and advocate for the organization. The Board's primary responsibilities include:

- Set the vision, strategic plan and high-level policies for TKO
- Maintain financial and legal oversight of the organization and staff
- Oversee the Executive Director
- Fundraising and Development
- Community Relations

WHAT WE ASK OF BOARD MEMBERS

Requirements:

- Make a monthly or annual financial contribution to TKO at whichever level you can.
- In-person attendance at annual Board Retreat and one TKO trail work party each year.
- Obey all Oregon laws related to nonprofit Board service.
- Serve at least one three-year term, to a maximum of two consecutive terms.
- Participate on a Board committee for at least one year per term.
- Provide at least a 60-day notice if intending to leave the Board before the end of current term.
- Help recruit additional Board and Committee members.
- Basic understanding of Gmail, Google Drive and Slack (we will help).

Attendance and Participation:

- Engaged attendance at six, two-hour Board meetings and one, full-day Board Retreat per year.
- Lead and support at least six, two-hour Board committee meetings per year.
- While the Board Retreat is designed to be an in-person event, we offer the ability to virtually attend all Board and committee meetings.
- Support TKO by attending special events and fundraisers as you are able.
- Respond in a timely manner to Board-related correspondence.
- Missing two Board meetings in a year results in possible removal for these absences.

Fundraising:

- Contribute time, effort, and skills to Board fundraising activities.
- Participate in relevant Board and Staff training.
- Make a personally meaningful financial contribution to TKO.

WHAT WE OFFER BOARD MEMBERS: We invite prospective members to attend a virtual open house and September Board meeting, plus the Board Executive team will be happy to meet with you to discuss your involvement with TKO to answer any questions you may have.

On joining the Board, we will work with you on acclimating to Board service and our team, discovering the best ways that we can work together. New members will receive a TKO Gmail address and be partnered with an

existing Board member to establish your own goals and objectives, including committee service and fundraising efforts. You will then have an annual review with that Board member to check in on progress and make adjustments, and of course other Board members, particularly the Board President, are always available as a resource.

BOARD COMMITTEES: Board service is focused on guiding the vision, mission and values through short and long term strategic planning and financial oversight - that critical component of service may seem hard for some new Board members to find that they are contributing to the organization. Where Board members and other lead volunteers find their expertise to be put to tangible service is within the committees that help take long term strategies and put them to regular, annual work planning in committees.

- **DEI committee** seeks to establish a culture of anti-racism, diversity and inclusion to build a movement where hikers in Oregon feel safe and welcome in outdoor spaces.
- **Stewardship committee** seeks to provide safe and fun experiences to volunteers, build and restore trails to provide a quality hiking experience, and teach stewardship ethics to visitors of Oregon's nature places.
- **Advocacy committee** seeks to promote hikers' interests in Oregon with public agencies, elected officials and other organizations that impact the hiking experience. develops policies for TKO in working with public agencies and the public.
- **Communications committee** seeks to connect & engage the trails community and potential trail users with TKO's work and the understanding that everyone can be a "trailkeeper."
- **Development committee** seeks to build a movement where hikers in Oregon recognize the value of TKO to contribute financially to support the organization.
- **Executive committee** seeks to grow the organization efficiently and sustainably to expand TKO's impact statewide.

OFFICER DUTIES

President

- Organize, schedule and run Board meetings
- Meet regularly with Executive Director
- Coordinate recruitment of Board members
- Act as liaison between the Board and Staff
- Attend Executive Committee Meetings

Vice President

- Fill in as needed for Board President
- Commit to serving as President during their Board term
- Chair the Executive Committee

Committee Chairs

- Acts as a mentor to new Board members to guide those new folks to feel welcome and supported
- Sets schedule and agenda for committee meetings
- Recruits other Board members and volunteers to join the committee

Treasurer

- Advise on the annual budget
- Produce financial reports as required by the Board
- Attend Executive Committee Meetings

Secretary

- Take minutes at Board meetings or review minutes taken by a replacement
- Maintain Board Roster
- Attend Executive Committee Meetings