

TKO BOARD ROLE & EXPECTATIONS



TKO's MISSION: Trailkeepers of Oregon (TKO) 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 that ensure TKO continues to advance its mission
- Maintain financial and legal oversight of the organization and staff
- Oversee the Executive Director
- Participate in fundraising and development
- Participate in community relations

WHAT WE ASK OF BOARD MEMBERS

Requirements:

- Obey all applicable laws related to nonprofit Board service in Oregon, including fulfilling the [three duties of trust](#) (duty of care, duty of loyalty, and duty of obedience) imposed by Oregon law.
- Serve at least one three-year term, to a maximum of two consecutive terms. May apply to serve additional term(s).
- Participate in at least one Committee throughout your term. Board members may change Committees due to personal preferences or to fill committee needs.
- 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 (your Board mentor or a TKO staff member can assist).

Attendance and Participation:

- Center diversity, equity, and inclusion in the Board member's work with TKO
- TKO has a small staff and a volunteer Board, and Board members are asked to understand that staff and Board members' time is precious. Board members are requested to help improve TKO, and to participate in TKO and Board functions in a positive and constructive manner. Behaviors and actions that harm or cause burden to TKO, its Board, or its staff may result in removal from the Board.
- Board members can expect to spend between 2 - 5 hours per month preparing for and participating in Board and Committee meetings. Participation in separate work groups or action items assigned at the Board or Committee level may increase the amount of time needed.
- Engaged, constructive attendance at six Board meetings and one Board retreat per year (save for absences due to unique and compelling circumstances). For in-person meetings/retreat events, TKO will do its best to provide virtual attendance options.
 - Come to Board meetings prepared to discuss items on the agenda.
 - Missing two Board meetings in a year may result in removal from the Board.

- Engaged, constructive participation in at least one Committee throughout the duration of your Board service.
 - Lead or actively support (e.g., take notes, develop strategies and action items, follow up on action items) at least six Committee meetings per year.
- Participation in at least four hours of non-Board or non-Committee volunteer activities each year (e.g., TKO trail work party, trail ambassador assignments, office administration).
- Strive to attend important TKO functions such as volunteer work parties and volunteer appreciation events.
- Respond in a timely manner (within three working days) to Board-related correspondence.
 - Kindly set “out-of-office” (or similar) automatic email message when out of contact for five working days or longer
- Participate in relevant Board training, including Diversity, Equity, and Inclusion training at least once per year.

Fundraising:

- Contribute time, effort, and skills to Board fundraising activities.
- Attend or participate (e.g., organize mailings, seek donations) in at least one major fundraising campaign (e.g., Spring Campaign, End-of-Year Campaign) per year
- Make a personally meaningful monthly or annual financial contribution to TKO that fits within your means.

WHAT WE OFFER NEW BOARD MEMBERS: On joining the Board, the TKO Board will work with new members on acclimating to Board service and becoming familiar with Board members, discovering the best ways that they can work together. New members will receive a TKO Gmail address and Slack account. Committee chairs will act as a mentor to new Board members, helping them to establish goals and objectives (e.g., committee service, fundraising efforts). The Board President will also check in with new members to help guide them and provide additional support. Other Board Members, particularly the President team, are always available as a resource.

BOARD COMMITTEES: Board service is focused on guiding the vision, mission, and values of the organization through short- and long-term strategic planning and financial oversight. This is a critical component of service that the Board recognizes may provide a challenge for some new Board Members who may feel that they are not contributing to the organization. Where Board Members and other lead volunteers find their expertise can be put to tangible service is within TKO’s Committees; the Committees provide the vehicle for Board Members to help bring long-term strategies to fruition.

- **DEI Committee** seeks to establish a culture of anti-racism, diversity, equity, and inclusion to build a movement where hikers in Oregon feel safe and welcome in outdoor spaces.
- **Advocacy and Stewardship Committee** seeks to promote hikers’ interests in Oregon with public agencies, elected officials, and other organizations that impact the hiking experience; develop policies for TKO in working with public agencies and the public, 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 natural places.
- **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 by contributing financially to support the organization.
- **Executive Committee** seeks to grow the organization efficiently and sustainably, and to expand TKO’s

impact statewide. The Executive Committee consists of the elected officers, but other non-officer members are welcome to participate

Each committee has a chair. **Committee Chairs:**

- Act as a mentor to new Board Members to help them feel welcome and supported
- Set schedule and agenda for committee meetings
- Recruit other Board Members and volunteers to join the committee
- Provide meeting notes or Committee report for Board meeting

TKO ELECTED OFFICER DUTIES

President

- Chair of the Board
- Organize, schedule and run Board meetings
- Focus on Board engagement and development and organizational assistance for Executive Director (e.g., regular meetings with Executive Director)
- Act as liaison between the Board and Staff
- Attend Executive Committee Meetings
- Lead annual Executive Director review process

Incoming-President

- Fill in as needed for Board President
- Run Board meeting in President's absence
- Commit to serving as President during their Board term
- Coordinate recruitment of Board Members
- Chair the Executive Committee
- Create and send monthly Executive Committee meeting agenda
- Take notes at Executive Committee meetings or assigns to another Executive Committee member
- Focus on Board recruiting
- Attend regularly scheduled Executive Director check-ins, when available
- Assist with Executive Director review

Past-President

- Advisor to President and Incoming President
- Lead Board development efforts
- Provide historical/institutional insight
- Focus on Board fundraising
- Attend regularly scheduled Executive Director check-ins, when available, through Executive Director review
- Assist with Executive Director review
- Attend Executive Committee Meetings

Treasurer

- Advise on the annual budget
- Produce financial reports as required by the Board
- Meet bi-monthly with Executive Director and bookkeeper to review financials
- Provide a higher-level understanding of TKO finances and communicate insights to the Board
- Produce annual budget in collaboration with Executive Director
- Sign off on IRS Form 990 and ensure it is filed annually
- Attend Executive Committee Meetings

Secretary

- Custodian of TKO records
- Record and save Board meeting minutes (including documented approval of)
- Ask another Board member to take minutes in your absence
- Maintain Board Roster records (e.g., contact list, committee lists)
- Attend Executive Committee Meetings
- Submit annual report to Oregon Secretary of State (working with Executive Director)
- Assist with communicating information to the Board.

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