



TREASURE COAST MANATEE FOUNDATION

Roles and Responsibilities of Board Members

Each board member of TCMF shall be responsible to:

- Fully understand and commit to the mission, goals, and objectives of the organization.
- Positively represent and promote the Foundation to the public.
- Understand the roles and responsibilities of the Board of Directors.
- Understand the roles and responsibilities of the staff.
- Understand the day-to-day activities of the organization.
- Maintain a working knowledge of the organization's finances, operations, programs, and legal framework.
- Prepare for and attend meetings of the Board of Directors.
- Actively collaborate in the creation of programs and strategies.
- Serve on Board committees and sub-committees as appointed or elected.
- Provide general advice and assistance to the organization upon request by Board members and/or staff.
- Provide reports, materials, and other items associated with Board responsibilities and activities in a timely manner.
- Inform the Board of all actual and potential conflicts of interest relating to the general purposes and activities of the organization and to specific issues before the board.
- Other responsibilities as requested by the Board of Directors, the Board Chair, or other officers of the Board.