

**Kansas Land Trust
Nomination Practice
Board of Directors Duties and Expectations**

Under the bylaws of the Land Trust and Kansas non-profit corporation law, the Board of Directors is responsible for directing all the business and affairs of the organization. The Board has authority and responsibility to oversee and approve all legal and financial aspects of the land conservation work of the Land Trust. The Board hires the Executive Director, and appoints and assigns duties and responsibilities to committees and the Executive Director. The Executive Committee is empowered to take certain actions on behalf of the Board, as defined in the bylaws. The Executive Director has the authority and responsibility for hiring, managing and terminating all other employees of the organization.

Members of the Board of directors are nominated by the Executive Committee, and elected or re-elected by the current Board in April (although vacant seats may be filled at any regular Board meeting).

Each of our directors is an active participant in the work of the organization and is inspired by a collective dedication to the mission of the Land Trust. Each brings a unique expertise that benefits the organization and the community in some way.

What does the Board of Directors do?

A key role of the Board of Directors is to set policy and monitor the implementation of that policy. In so doing, the Board is ensuring the ultimate effectiveness, sustainability, health and integrity of the organization. It is the ongoing responsibility of the Board to: a) monitor these policies to assess the progress towards goals and compliance with standards and guidelines; and b) to reevaluate the policies in light of changing circumstances, and in light of new opportunities for, and new challenges to, the organization.

In carrying out its responsibilities the Board will likely engage in the following activities:

1. Evaluate organizational effectiveness and performance;
2. Safeguard the legal integrity of the organization;
3. Ensure fiscal health of the organization;
4. Serve as a link between the organization, the membership and the community at large;
5. Enhance Board performance, and
6. Hire the Executive Director, determine performance standards, and evaluate the role and performance of the Executive Director on an annual basis.

What is expected of a Director?

- Be informed of and share enthusiastically in the mission, strategic priorities and conservation projects of the Land Trust.
- Ensure that the Board and staff uphold high standards of ethics, community service, donor acknowledgement and non-profit fiscal responsibility.
- Attend the regular Board meetings (about 11/year) and occasional retreats, special meetings and site visits.
- Serve actively on at least one standing committee. Some of these are:
 - Executive Committee
 - Engagement Committee
 - Land Committee

- Understand the Land Trust's adopted project selection process and criteria.
- Understand each land or conservation easement transaction that is presented to the Board.
- Help identify and recruit new nominees for the Board.
- Review and understand the Land Trust budget, financial statements and land transaction legal agreements.
- Understand the roles of the Board, staff and volunteers.
- Make a personally significant contribution to the operating funds every year.
- Actively participate in the fundraising activities of the Land Trust.
- Attend, invite friends and cultivate donor prospects at events, and help occasionally with events.
- Be an ambassador of the Land Trust with members, landowners, public officials, other community organizations, the news media, etc.

How much time will it require?

- Directors are appointed to a three-year term.
- The Board generally meets monthly. Meetings last two hours; directors eat dinner together before the meeting. Currently, the Board meets the fourth Tuesday of every month at the Free State Brewery in Lawrence for dinner at 6 p.m., followed by the meeting at 7 p.m.
- Time requirements and meeting schedules for committees vary.

What information and resources are available to directors?

- Each new director has online access to KLT's policies and procedures.
- The Executive Director and President will host a training session for new directors.
- The national Land Trust Alliance web site (www.lta.org) has a great deal of useful information.
- The Executive Director is available to meet or by phone to provide more specific information about our policies, projects, finances, etc.

Approved by the Kansas Land Trust Board of Directors, September 25, 2018.


 Judy Burch, Secretary