



AORE Director Position Description

Purpose of the Board: The BOD will serve at the pleasure of the members. The BOD shall have supervision, control and direction of the affairs of the Association, shall determine its policies within the limits of the bylaws, and shall have discretion in the disbursement of the Association's funds. The Board will promote the organization's mission, goals, products and services and advise the Executive Director on the implementation of the Associations missions and goals.

Duties and Responsibilities: Members of the BOD have a legal duty to be loyal, to act responsibly, and in the best interest of Association of Outdoor Recreation and Education. Each BOD is expected to contribute to the work of the Association. BOD shares the following responsibilities:

- **Organization Leadership:** The BOD is responsible for providing overall leadership and oversight for AORE.
- **Strategic Planning:** the BOD is responsible for the long range planning of activities of AORE. The BOD is responsible for monitoring AORE's performance and effectiveness in meeting its long range goals and objectives.
- **Policy:** The BOD is responsible for oversight, development and approval of AORE governing policy.
- **Board Development and management:** The BOD is responsible for organizing its internal affairs including nominating and/or selective appropriate members, selection of the Executive Committee, succession planning, evaluation its own performance and effectiveness and management of board committees.
- **Human Resource:** The Executive Committee is responsible for hiring, oversight, development and periodic evaluation of the performance of the Executive Director. The Executive Director is responsible for the hiring oversight, direction, development, and evaluation of all other staff members.
- **Finance.** The BOD is responsible for maintaining the organization's tax-exempt status and for overall financial oversight including review, approval, and monitoring of the annual budget and quarterly financial reports.
- **Fund Raising and Fund Development:** The BOD is responsible for the oversight of fund-raising and fund-development activities. The BOD is also responsible for attracting resources to the organization. Each year the BOD commits to a fundraising goal which is part of the annual budget.
- **Public Relations:** The BOD is responsible for promoting awareness of, understand of, support for AORE mission, programs, services and products.

Length of Term: AORE BOD terms are three years in length.

Expectations

- Be informed about the organization's mission, goals, policies and services.
- Actively participate in all board meetings (making 80% of board and committee meetings in each fiscal year), discussions and events, paying careful attention to your duties of care, loyalty, obedience and confidentiality. (See Duties Document)
- Be well prepared for all board and committee meetings by reviewing the agenda and any supporting materials provided to you prior to the meeting. Call or email the Executive Director or Board Chair if you have questions that will better prepare you for the meeting.
- Be respectful and open to the potentially conflicting opinions and points-of-view of your fellow directors and avoid conflicts of interest. Sign our conflict of interest policy and abide by the policies passed by the board. (See Conflict of Interest Policy)
- BOD members do not act independently of the board without prior express permission of the full board.
- BOD members publicly support all decisions made by the full board, even if decisions conflict with your vote.
- Make an annual donation to the organization at a level commensurate with your resources.

Minimum Qualifications

- Current AORE professional or organization membership.
- Ability to work constructively within an association representing membership.
- Ability to meet the legal, fiduciary and ethical requirements of a non-profit board member.
- Ability to raise funds or otherwise attract resources in support of AORE and its mission.
- Working knowledge of the current range of issues facing college, university, military and municipal outdoor recreation and education professionals.
- Demonstrated project and personnel management.
- Ability to complete Board work on time, and perform self-directed work.
- Ability to promote the AORE enthusiastically.
- Ability to attend mid-year and pre-conference meetings.

Preferred Qualifications

- Subject matter expert in a specific area or demonstrated skill set which directly complements the AORE Strategic Plan.
- 3 more years in a full time position.
- Nonprofit, community, or civic leadership experience.
- Experience on a committee comprised of members outside your immediate colleagues.

Compensation: BOD are not paid for their services. Members of the BOD shall not receive any compensation for their services as directors; however, BOD members may be reimbursed a reasonable amount for any travel related expenses incurred while performing BOD services for the AORE, if institutional support is denied and if the BOD deems it appropriate and funds are available.

In Return for Your Committed Volunteer Service We Promise

- You will receive professional non-profit management training that focuses on association governance, board and committee leadership, and member engagement skills.
- You will receive your board packet at least five days prior to each regular meeting so that you have time to do your duty of care.
- There will be an open door to the Executive Director and Board Chair.
- We will provide clear communication about the needs and issues relevant to AORE.
- We will attempt to ensure you have the materials necessary to be an ambassador for the mission in the community and participate in fundraising efforts.
- We will support your orientation and continuing education as a board member of AORE.
- We will celebrate and respect your volunteer service.