



TRUCKEE MEADOWS PARKS FOUNDATION

AWARENESS • APPRECIATION • STEWARDSHIP

Board of Directors

Position Description and Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Truckee Meadows Parks Foundation so as to support the organization's mission and needs.

Mission: Truckee Meadows Parks Foundation protects and enhances our communities' livability through public engagement, education, and the sustainability of our parks, open spaces, and trails.

The Foundation accomplishes this in the following ways:

1. Through park-based educational and recreational programs designed to increase community-wide awareness, appreciation, and stewardship of Truckee Meadows parks.
2. By providing strategic financial support for new and existing park infrastructure and programs.
3. Through a robust advocacy and public awareness campaign, the goal of which is to inform the public on the successes and challenges park managers face, and to provide an informal forum for park user to voice their concerns and aggregate advocacy power.

Major Responsibilities:

- Act as a liaison to the community, working to enhance TMPF's public standing. Board members must be able to clearly articulate TMPF's mission, vision and goals to the public.
- Ensure TMPF's programs and services are consistent with the Foundation's mission. Periodically evaluate the mission.
- Approve annual budget.
- Attend all board and committee meetings and functions, such as special events.
- Serve on at least one standing committee and offer to take on special assignments.
- Make a personal financial contribution to the organization in order to ensure adequate financial resources necessary to accomplish mission.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization. Actively participate in orienting and mentoring new board members and evaluating existing members.
- Keep up-to-date on park-related issues.
- Follow conflict-of-interest and confidentiality policies.
- Assist the board in carrying out its fiduciary responsibilities, such as protecting TMPF's assets, reviewing the organization's annual financial statements and ensuring the legal and ethical integrity of the organization.
- Support and evaluate TMPF's Executive Director.
- Participate in annual planning, evaluation, and implementation of TMPF's business plan.

Length of term: Two years, which may be renewed up to a maximum of three consecutive terms, pending approval of the Board.

Meetings and time commitment: An annual meeting of the Board will be held in October of each year for the purpose of electing officers and directors. In addition, the Board will hold regular meetings every other month. Standing committees include Executive, Finance & Investment, Governance, and Development, which meet based on their work agenda.