Keep Brazos Beautiful, Inc.
Board of Directors Responsibilities and Expectations

Purpose: To govern, implement, volunteer and promote Keep Brazos Beautiful (KBB) to support the organization's mission and needs.

Mission Statement: The mission of Keep Brazos Beautiful, Inc. is to educate and engage Brazos County citizens to keep our community clean, green and beautiful.

Length of term: Per section 3.02(B) of the Keep Brazos Beautiful by-laws, Elected Directors shall be elected for three year terms. Terms shall begin October 1 following annual elections.

General Responsibilities:

1. Be familiar with the purpose and mission of KBB.
2. Solicit sponsors year round, but especially during annual campaign.
3. Serve as an advocate for, and promote KBB in the local community.
4. Establish and implement /maintain policy and be engaged in the strategic planning of KBB.
5. Understand the policies and procedures of KBB.
6. Become familiar with KBB finances, budget, and financial/resource needs.
7. Respect the confidentiality of the KBB Board, staff and organization.
8. Act in the best interest of KBB.
9. Represent KBB to individuals, the public, and other organizations.
10. Support KBB staff in his/her duties at KBB in a timely manner.
11. Have an outgoing, enthusiastic, team-oriented attitude.
12. Follow through on commitments made to KBB.

*Members of the Board share these responsibilities while acting in the interest of Keep Brazos Beautiful. Each member is expected to make recommendations based on his or her experience and vantage point in the community.

Specific Responsibilities:

1. Attend regularly scheduled Board meetings
    a. Per section 3.08 of the Keep Brazos Beautiful Bylaws, the Board shall meet no less than six times annually. Special meetings of the Board may be called by the President or on petition of at least 4 Board members.
    b. Per section 3.10 of the Keep Brazos Beautiful Bylaws, Board members are required to attend at least two thirds of the regularly scheduled Board meetings in person annually.
    c. It is the responsibility of each Board member to track the number of hours that they spend at KBB events and meetings or on KBB business. These hours must be reported to staff by the end of each month to ensure accurate reporting to our parent organizations.
2. Attend and actively participate/volunteer in the appropriate number of Keep Brazos Beautiful programs and events (minimum of 3 per fiscal year).
3. Be actively involved in KBB's fundraising efforts.
4. Attend annual Board retreat (unless excused)
5. Attend the Annual Awards ceremony (unless excused)
6. Serve on at least one KBB Committee when active

I have read and understand the KBB Board Member Responsibilities and Expectations and agree to resign if I cannot fulfill these expectations

_____ _____

Signature Date

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Printed Name