



PINELANDS
PRESERVATION
ALLIANCE

Statement of Trustee Responsibilities

January 14, 2014

Trustees of the Pinelands Preservation Alliance are responsible for governing the Alliance and ensuring that the Alliance succeeds in its mission. Trustees commit themselves to the following undertakings:

General Responsibilities

- √ Know the mission, goals, programs and positions of the Alliance.
- √ Be informed about the finances and ensure proper financial controls and reporting.
- √ Be informed about the organizational needs of the Alliance.
- √ Provide ideas, raise concerns and contribute expertise to the Alliance in order to help make the organization stronger and more effective.
- √ Seek to promote the Alliance and the cause of Pinelands protection in accordance with Board-approved plans and policies relating to administration, fundraising, and communications with the public.
- √ Serve on at least one committee of the Board as requested by the Chair of the Board.

Meetings

- √ Endeavor to attend all quarterly meetings of the full Board, and ensure participation in no fewer than two such quarterly meetings each year. In all cases, Trustees shall inform the executive director when they will not be able to attend a Board meeting.
- √ Prepare for Board meetings by reviewing materials circulated by the Alliance staff, and suggest agenda items as necessary to ensure important policy matters are raised and addressed.
- √ Endeavor to attend the meetings of any committee of the Board of which he or she is a member.
- √ Maintain confidentiality of Board discussions, and speak for the Board or the Alliance only when authorized to do so.

Fundraising

- √ Donate to PPA in accordance to one's ability and remembering that board members are in a leadership position.
- √ All trustees are expected to assist the staff and Board in fundraising efforts. Trustees can fulfill this aspect of their commitment by activities such as staffing Alliance tables at weekend events; bringing friends and associates to Alliance field trips, lectures and special events; writing notes to current members or recently lapsed members; hosting an

Alliance presentation with a community group or other group of which the trustee is a member.

- √ Assist the staff and Board in fundraising efforts in accordance with the Alliance's fundraising plans and strategies.

Organizational Support

- √ Assist the Board in identifying potential new Trustees for consideration.
- √ Ask the executive director for information relating to the Alliance and its activities whenever necessary to discharge the responsibilities of Board membership.

Relationship to Alliance Staff

- √ Collectively hire and monitor the performance of the executive director. All other paid staff are hired, managed and reviewed by the executive director.
- √ Be available to the staff and other Board members for advice and discussion of matters relating to the Alliance and its goals, programs, positions and organizational needs.

Conflicts of Interest

- √ Avoid conflicts of interest, or the appearance of conflicts of interest, and disclose any potential conflict of interest to the Board Chair.

Indemnification

The Alliance will maintain Directors and Officers Indemnity Insurance and shall to the extent permitted by law indemnify Trustees against liability incurred in service to the Alliance, provided the Alliance has no cause to believe the Trustee acted unlawfully or fraudulently.