



Member of the Board of Directors Job Description and Expectations

Bring your skills and experience, and have fun connecting with people and nature while giving back to your community by joining us on the board of Keep Coyote Creek Beautiful! Our board works together as a team to keep KCCB a lively, local, and genuinely grassroots organization, while also helping to manage a growing budget and dynamic cadre of enthusiastic employees.

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Keep Coyote Creek Beautiful so as to support the organization's mission and needs.

Vision and Mission: Our vision is a vibrant Coyote Creek: clean waters, abundant wildlife, and natural beauty that everyone can enjoy. We're accomplishing this by both mobilizing community resources and participation, and by engaging community members to become the creek's advocates and caretakers.

Keep Coyote Creek Beautiful works with community groups, public agencies, and students to restore Coyote Creek through cleanups, plantings, recreational and cultural activities, and educational partnerships. Coyote Creek is located in Santa Clara County, CA, in the southern end of San Francisco Bay.

Major responsibilities:

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Personnel evaluation and staff development as needed
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach per the Board Standards and Policies

Length of term: One year, which may be renewed up to a maximum of six consecutive terms starting January 1 of each year..

**Meetings and time commitment:**

- The board of directors typically meets quarterly or as needed on an agreed upon date starting at 6:30 and typically lasting 90 minutes.
- Committees of the board meet an average of four times per year, pending their respective work agenda.
- Board members are asked to attend at least 60% of the board's regular and special meetings per year, as they are determined.

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by Keep Coyote Creek Beautiful's mission, objectives, and programs.
- Help communicate and promote Keep Coyote Creek Beautiful's mission and programs to the community.
- Become familiar with Keep Coyote Creek Beautiful's finances, budget, and financial/resource needs.
- Understand the policies and procedures of Keep Coyote Creek Beautiful.
- Financially support Keep Coyote Creek Beautiful's in a manner commensurate with one's ability and actively solicit donations or corporate sponsorships.
- Attend at least one community event hosted by Keep Coyote Creek Beautiful on a quarterly basis.

Learn more about our organization and programs at our website at KeepCoyoteCreekBeautiful.org. To apply, send an email to Deb Kramer, Executive Director, deb@keepcoyotecreekbeautiful.org to setup a time to talk. Thanks for your interest.