

Board of Directors Position Description

Every July, at least three seats open on the Orient Land Trust (OLT) Board of Directors. We solicit applicants with interest and time to fill these positions. Any individual who is interested in serving on the Board of Directors is strongly encouraged to attend at least one board meeting in advance and applicants are usually asked to serve on a committee prior to joining the full board of directors. The Board is legally and fiscally responsible for the organization. It sets policy, establishes goals and budgets, and hires and monitors the performance of the Executive Director. A primary responsibility of each Board member is to carry out the goals, mission and other organizational requirements of OLT. Board member responsibilities include:

- Linking OLT and its membership
- Policy and decision-making at the board and committee levels. Members are required to participate in a minimum of one committee which conducts one hour phone conferences 4-8 times per year as well as email discussions.
- Assuring Executive Director performance
- Attending day-long quarterly board meetings on the third Saturday of January, April, July, and October. Meetings are currently held at or near OLT. The July meeting is the annual meeting at which the election of officers takes place. Occasional phone conversations and special session meetings may be held by phone or on the Sunday following a regularly-scheduled board meeting.
- Representing OLT knowledgeably in the community
- Assisting OLT in gaining community support by exercising personal and professional contacts whenever possible and appropriate
- Accepting leadership position(s) on the Board and committees as experience and time allow
- Contributing financially according to ability to give
- Participating in fundraising efforts
- Timely communication of board issues via email

Board members sign the following acknowledgments when elected:

- Board and Officers Acknowledgment (to be signed at least annually) – pledge to conduct organizational and land protection activities under the highest professional standards and according to LTA Standards and Practices
- Acknowledgment Concerning Policies Governing Conflict of Interest and Confidentiality and Conflict of Interest Disclosure (to be signed at least annually)
- Acknowledgment Concerning Statement of Values and Code of Ethics (signed once)

One-third of the directors are elected for terms of three years at the annual meeting each July. Board members are volunteers. Qualifications of competitive directors may include, but are not limited to:

- Commitment to conservation, land protection
- Support and promote the mission of OLT
- Familiarity with Orient Land Trust property and naturism
- Experience with nonprofit organizations, particularly land trusts or conservation-related organizations
- Successful fundraising experience
- Public and community relations experience
- Reliable access to email and the Internet
- Legal expertise
- Experience or strong interest in biology, ecology, ranching, geology, hydrology
- Financial management expertise
- Real estate expertise

OLT Directors serve on a volunteer basis and receive the following benefits as part of their service to the organization:

- No admission/overnight fee at OLT is charged for the Board member and one guest when staying on the Friday and Saturday of board meeting weekends. You are charged the accommodation fee only and are responsible for booking your accommodation the weekend of a board meeting for the subsequent meeting.
- Lunch is provided during board meetings.
- Reimbursement for mileage and accommodation fees (equivalent of one Oak House room) is available when traveling to board meetings. (Most board members choose not to exercise this option).
- Travel expenses and registration to relevant educational seminars pre-approved by the Board Chair and Executive Director and within the organization's budget are paid by OLT.
- Accommodations at times other than board meetings may be booked three months out (regardless of donor level).

If you're interested, please submit a letter of interest and resume to the Board Development Committee, Orient Land Trust, PO Box 65, Villa Grove, CO 81155 or email to Board Development Committee in care of info@olt.org. Please highlight your experience with nonprofits (including volunteer boards), fundraising, finance, committee work, volunteerism, familiarity with OLT, your interests and expertise, and why the board would want you as its newest member.