

Michigan Turfgrass Foundation
BOARD OF DIRECTORS
JOB DESCRIPTION

TITLE: Member, Board of Directors
TERM: Three years; may be re-elected to three consecutive terms
SCHEDULED MEETINGS: Board of Director Meetings (typically 6-8 times per year)
Winter Conference (January) & Summer Field Day (August)
Committee Meetings (varies, typically 2-3 times per year)
Occasional Programs and Special Events
RESPONSIBLE TO: President of the Board of Directors

INDIVIDUAL BOARD MEMBER RESPONSIBILITIES

General expectations:

1. Know the Michigan Turfgrass Foundation's mission, purpose, goals, policies, programs, services, strengths and needs.
2. Avoid prejudiced judgments on the basis of information received from individuals and urge those with complaints to follow established policies and procedures.
3. Participate in effective organizational planning by actively participating with the Board & staff in the planning process and assist in implementing the plan's goals.
4. Determine, monitor, and strengthen programs and services consistent with the MTF's mission.
5. Serve in leadership positions and undertake special assignments willingly when asked.
6. Bring a sense of humor to the Board's deliberations.

Fundraising:

1. Ensure adequate funding by assisting with the MTF fund raising programs.
2. Give an annual gift according to personal means.

Meetings:

1. Attend all Board and Committee meetings regularly and on time.
2. Prepare for and participate in Board and committee meetings, and other related activities.
3. Maintain confidentiality of the Board's executive sessions.
4. Suggest agenda items for Board and committee meetings to ensure that significant policy related matters are addressed.
5. Contribute knowledge and express points of view based on experience, consider other points of view, make constructive suggestions, and help the Board make group decisions that reflect the best thinking of the total group while supporting the majority decision.

Avoiding conflict of interest:

1. Enhance the MTF's image by clearly articulating the mission, accomplishments, and goals to members, as well as garnering support from important members of the industry.
2. Speak on behalf of the Board only when asked to do so by authorized persons.
3. Serve the organization as a whole, rather than special interest groups.
4. Avoid even the appearance of a conflict of interest, and disclose any possible conflicts to the Board President in a timely fashion.
5. Maintain independence and objectivity and do what a sense of fairness, ethics, and personal integrity dictate.
6. Never accept or offer favors or gifts from or to anyone who does business with the MTF.

Fiduciary responsibility:

1. Exercise care with the Board in the control and transfer of funds.
2. Faithfully read and understand the MTF's financial statements and otherwise help the Board fulfill its fiduciary responsibility.