



Board of Director Responsibilities

The mission of the foundation is to *improve the quality of life for all Carbon County residents, now and forever*. We accomplish this by:

- Inspiring individuals to respond to community needs through charitable giving
- Bringing resources and ideas together to identify common community needs and goals and propose solutions
- Creating funds to support the many facets of society that make a community worth living in, including arts and culture, community and economic development, education and scholarships, social services and youth issues, health and wellness, environment, and historic preservation.

Board Member Duties

My duty as a board member is to carry out the mission of the foundation. In my service to the organization, I will:

- Pay attention to the organization by monitoring its activities, seeing that its mission is being accomplished, and guarding its financial resources.
- Give the highest priority in my schedule to attendance at Board Member and committee meetings by phone or in person.
- Review the agenda and supporting materials prior to Board Member and committee meetings.
- Serve on at least one committee and take on special assignments as needed.
- Personally contribute a meaningful (to me) financial gift annually to the Community Foundation and consider a legacy gift.
- Remain informed of the mission, services, policies, and activities of the foundation.
- Avoid acting in a way that represents a conflict of interest between my position as a Board Member and my personal or professional life, even if those actions appear to benefit the organization. This includes using my position for the advantage of my friends and business associates. If such a conflict does arise, I will declare it before the Board Members and refrain from voting on matters in which I have conflict.
- Exercise my authority as a Board Member only when acting in a meeting with the full Board of Board Members. I will maintain confidentiality and always represent the organization in a positive and supportive manner even when I am in a minority position on board actions. I will provide support and advice to the staff but avoid interfering in management activities.
- Attend community events and Board events hosted or sponsored by the Foundation.
- Assist with continuity planning and suggest nominees for Board recruitment.
- Promote the Community Foundation by positively representing the organization in the community and with donors or potential donors.