



Board of Directors Job Description and Expectations

Mission: *The mission of the Bay Foundation is to lead in restoring, enhancing, and protecting the marine resources and watersheds of Morro Bay and the Central Coast of California.*

The Bay Foundation is a public benefit, nonprofit corporation chartered by the State of California. The Bay Foundation manages the Morro Bay National Estuary Program, along with three other technical water quality protection and monitoring programs, and interfaces with federal, state, and local government, as well as community groups.

Board Purpose: To advise, govern, oversee policy, and assist with the leadership and general management of the Bay Foundation of Morro Bay so as to support the Bay Foundation's mission.

Board Member Responsibilities: All board members are volunteers and familiarize themselves with board packets prior to attending monthly board meetings. Volunteer time is estimated at a cumulative minimum of 30 hours annually. Board members do the following:

- Provide organizational leadership and work cooperatively with a diverse volunteer board, professional staff of the Morro Bay National Estuary Program, and outside governmental and community groups.
- Oversee formulation of policies and procedures, i.e. procurement, personnel, etc.
- Oversee financial management, including the annual audit, adoption of multi- program budgets, program expenditures, and asset management.
- Oversee specific existing program planning and evaluation.
- Review and approve organizational and programmatic reports and programmatic changes.
- Attend and participate in meetings on a regular basis, and special events as able.
- Evaluate the Executive Director and aid in staff development.
- Serve on ad hoc committees and standing committees of the board, as needed.
- Be willing to serve as an officer of the Bay Foundation, if needed.
- Support fundraising and outreach.
- Help promote the Bay Foundation's missions and programs to the community.
- Assist in identifying and recruiting other Board Members.

Members of the board share these responsibilities while acting in the interest of the Bay Foundation. Each member makes recommendations based on his or her experience and vantage point in the community.

Length of Term:

- Three years, pending approval of the board.

Meetings and Time Commitment:

- The Board of Directors meets January through December on the first Wednesday of the month, 6:00 pm at the Morro Bay National Estuary Program offices at 601 Embarcadero Suite 11, Morro Bay, CA. Meetings generally last 1-2 hours. Board meetings may be canceled three times a year, as needed, if no critical business is proposed.
- Serving as an officer or ad-hoc committee member may require additional time.
- Board meeting packets are emailed to Directors for review one week prior to the meeting.
- Board members are asked to attend no more than four special events per year, as they are determined.

Expectations of Board Members:

- Be alert to community concerns that can be addressed by Bay Foundation mission, objectives, and programs.
- Develop a special area of interest/expertise (i.e. technical programs, financial management, fundraising, and communications) and make your skills available to the Bay Foundation on special projects or to fill ongoing needs such as budget development, outside meetings, outreach, etc.
- Work cooperatively with diverse interest groups to further the mission of the Bay Foundation.
- Disclose potential conflicts of interest and recuse oneself from voting on items that may be perceived as a conflict of interest.
- Contribute financially to the Bay Foundation (nominal membership fee is required) and be committed to a continuously improving organization.