

This document is not intended as legal, accounting, or other professional advice; and Maine Coast Heritage Trust cannot attest to the legal, financial, or tax consequences of its use. As each land trust's organizational and project goals are unique, Maine Coast Heritage Trust recommends that all land trusts engage experienced professionals to assist them in evaluating and understanding how to use the information provided here.

Source: [Forest Society of Maine](#)

FOREST SOCIETY OF MAINE BOARD OF DIRECTORS STATEMENT OF RESPONSIBILITIES

Adopted February 12, 2004

The responsibilities* of the board as a whole are to:

- Define, articulate, and implement FSM's mission and purpose.
- Select and support the executive director, assess his/her performance and, if necessary, dismiss the executive director.
- Formulate and maintain FSM's general policies and ensure effective organizational oversight.
- Ensure adequate resources and take a leadership role in generating funds to carry out the organization's purpose and programs.
- Review and understand the financial statements and budget of the organization in order to manage resources effectively and protect the assets of FSM which include, but are not limited to, land holdings, physical facilities, financial assets and the staff itself.
- Ensure that FSM's programs, specific projects, and services are consistent with its mission and purposes and are of high quality.
- Promote FSM's reputation and name recognition with the general public and maintain and enhance credibility and good working relationships with a diverse group of people.
- Maintain legal and ethical integrity and ensure accountability in accordance with the established bylaws.
- Conduct all activities in such a way that no conflict of interest or appearance of conflict of interest will arise.
- Recruit and orient new board members and assess board performance.
- Provide a supportive and high quality work environment for FSM's staff and overall direction for staff responsibilities, while avoiding interference with day-to-day staff operations.

*These responsibilities are based on the "Ten Basic Responsibilities of Nonprofit Boards" from the National Center for Nonprofit Boards and *The Standards and Practices Guidebook* from the Land Trust Alliance.

The responsibilities of each individual board member are to:

- Understand and support FSM's mission and programs.
- Attend board meetings regularly and participate in other FSM events whenever possible.
- Participate actively on at least one committee.
- Give generously to FSM, as consistent with individual means, and help raise funds from other sources.
- Disclose all actual or potential conflicts of interest, in accordance with FSM's conflict of interest policy.
- Understand issues that are before the board, and contribute informed opinions and recommendations at board and committee meetings and when otherwise requested by board or staff.
- Accept positions taken by majority vote of the board and recognize that no individual member of the board speaks for the board unless so authorized by the board.
- Hold, along with the board as a whole, the fiduciary responsibility for the corporation and the protection of its assets.
- Maintain confidentiality regarding all FSM internal board discussions and information concerning the administration and activities of the corporation not generally available to the public.
- Focus on major organizational principles, policies, strategic directions, and budgeting rather than becoming enmeshed in day-to-day operating matters (recognizing that staff may also call on individual directors for advice on day-to-day matters in their capacity as experts, rather than as board members).
- Be an advocate for FSM and for forestland conservation.

The president of the board of directors will ensure that the board carries out the foregoing responsibilities and the board will affirm these responsibilities each year by vote at their annual meeting.