



One Cool Earth

Board Member Job Description & Annual Commitment

- Responsible to:** The Mission and Values of One Cool Earth
- Term of Office:** One + year term pending on time of engagement: July-June
May be re-elected for subsequent terms with no existing limit.
- Purpose:** Review and support the work efforts of the Executive Director (ED) and determine strategic planning and policy decisions, ensure financial stability through active fund development. Fulfill the duties of the specific board role. This is a volunteer position, in service of One Cool Earth.
- Specific Duties:**
1. Regular attendance at quarterly board meetings (more as needed)
 - Review agenda items before board meetings
 - Ask questions, constructively participate in deliberations and vote
 - Participate in election of officers
 - Participate in sub-committees as available
 2. Attend additional committee meetings as needed
 3. Actively help with fundraising (donor identification, cultivation, stewardship). Board members are expected to add personal notes to solicitations and thank you letters, make thank you calls to donors, and add at least 5 names each year to our mailing list as potential volunteers or donors.
 4. Attend and provide volunteer support at annual events (TBD)
 5. Be an ambassador of One Cool Earth

Which role(s) are you most interested in leading/supporting:

- **Community Engagement/Communications** – In conjunction with the ED, the President and leadership team, assist with the development and implementation of a communication strategy and marketing materials. Knowledge of marketing helpful. Contacting and working with businesses and others to promote One Cool Earth and cultivate relationships.
- **Curriculum/School Representative** – In conjunction with the ED, and as requested by the ED, review and advise on curriculum to ensure School District and State Standards are met.
- **Master Gardener & Farming Expertise** – In conjunction with the ED, assess and advise on appropriate seasonal gardening practices regarding zones, soil amendments best practices and other as needed. As requested, provide support on design and garden/farm builds.
- **President, Treasurer, Secretary** – elected on rotation, no identified term limits at this time. May also lead/support other target areas of expertise.

Additional Questions for Consideration and Conversation:

- What makes our mission meaningful to you?
- What are some of your prior board leadership experiences?
- What skills, connections, resources, and expertise do you have to offer and are willing to use on the behalf of the organization?
- Do you have any worries or concerns about joining the board?
- Do you have personal aspirations that could be enhanced by board service?
- How much time a month can you commit to meetings and serving the mission?
- What motivates you?
- What are your expectations from the management of the nonprofits where you've served as a board member?
- How important is socially interacting with other members?

By signing below, I agree to the following to the very best of my abilities:

- I agree to be an active and supportive One Cool Earth board member and an enthusiastic ambassador.
- I agree to execute the duties of the role I have chosen to undertake.
- I agree to authentic communication so that I can best support the mission of One Cool Earth and help cultivate the programs that grow healthy, happy and smart youth.

Name:

Date:

Tips for rewarding, successful and fun board membership:

1. Participate
2. Listen, watch, learn
3. Help create a safe and inclusive environment
4. Respect the board process and the work of others
5. Support staff while respecting the chain of command and the role of the Executive Director

Please contact Katharine Rondthaler, Executive Director if you have any further questions. Thank you!

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