

Roles and Responsibilities of Committee Members

Approved by the Board of Directors: October 14, 2020

The following Roles and Responsibilities apply to the Land Protection, Stewardship, Governance, Finance, Development, Facilities, and Executive Committees. It is intended as guidance to the Chairs, Committee members, and Staff liaisons of their obligations while serving on the respective committees.

Role of the Chair: The Chair of the Committee is approved by the Board President.

1. Facilitator of meetings:
 - a. Conducts all meetings (or arranges substitute when absent) including managing the agenda, moderating discussions, and taking votes when necessary.
 - b. Ensures minutes are taken and promptly submitted to staff.
 - c. Encourages participation from all members.
 - d. Ensures that follow-up, when required, is assigned.
2. Administrative:
 - a. Reviews agenda with staff prior to meeting/creates time contract.
 - b. Works with staff and Governance Committee to identify and recruit prospective members.
 - c. Assists in onboarding new members.
 - d. Works with the staff liaison to align the committee's work with the organization's strategic priorities.

Role of Committee Members: Committee members are approved by the Board President.

1. General:
 - a. Committee members must be current members of SVT.
 - b. Committee members should be familiar with SVT's mission, the current SVT strategic plan, and how their committee's work fits into this plan.
 - c. Committee members must keep any and all information discussed at committee meetings confidential.
 - d. Committee members must adhere to the Conflict of Interest Policy adopted by the Board of Directors.
2. At Meetings:
 - a. Strives to attend all meetings over the course of a year.
 - b. Reviews meeting materials in advance of meetings.
 - c. Participates actively in all discussions.
 - d. Participates in votes.
 - e. Shares in the task of taking and preparing meeting minutes.

3. At Board Meetings (applies only to members who are also Board members):
 - a. If so designated by the committee Chair, reports recommendations to Board and answer questions pertaining to any recommended actions.
4. Outside of Meetings:
 - a. Serves as 'eyes and ears' to identify and pass on to staff any issues related to the committee's charge.
 - b. Be available for periodic consultation with staff.
 - c. On an ad-hoc basis, and as appropriate and feasible, provides in-kind assistance to staff in an area of expertise related to the committee's charge.

Role of Staff Liaison

1. Drafts meeting agendas and review with chair.
2. Prepares briefing materials relevant to the committee agenda and distribute materials, including minutes, at least 3 business days in advance of the meeting.
3. Serves as 'eyes and ears' to identify and pass on to committee members any issues related to the committee's charge.
4. Except for the Finance Committee and the Executive Committee, the staff liaison recruits and nominates the Chair of the committee.
5. Reports any new members and nominations for Chair to the Executive Director.
6. Reviews the Committee Charge with the committee annually and recommends any changes to the Governance Committee.
7. Attends all meetings (or, if not available, arranges for the Executive Director to attend).