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## **General Expectations & Responsibilities for all Board Members**

### ***General Expectations***

- Know the Montana Nursery & Landscape Association's (MNLA) mission, purposes, goals, policies, programs, services, strengths, and needs.
- Perform duties of board membership responsibly and conform to the level of competence expected from board members as outlined in the duties of care, loyalty, and obedience as they apply to nonprofit board members.
- Suggest possible nominees to the board who are clearly women and men of achievement and distinction and who can make significant contributions to the work of the board and MNLA's progress.
- Serve in leadership positions and undertake special assignments willingly and enthusiastically.
- Avoid prejudiced judgments on the basis of information received from individuals and urge those with grievances to follow established policies and procedures through their supervisors. (All matters of potential significance should be called to the attention of the executive and the board's elected leader as appropriate.)
- Follow trends in the organization's field of interest.
- Bring good will and a sense of humor to the board's deliberations.
- Actively assist with annual meeting planning details and assist on site through activities such as introducing speakers, making announcements, and drawing for door prizes.
- Following elections each year in January, personally contact the new 3rd Vice President and orient him/her to board procedures and policies. Advise him/her of your own role as a Board member. Identify yourself as a contact if the individual has questions or concerns.

### ***Meetings***

- Prepare for and participate in board and committee meetings, including appropriate organizational activities.
- Ask timely and substantive questions at board and committee meetings consistent with your conscience and convictions, while supporting the majority decision on issues decided by the board.
- Maintain confidentiality of the board's executive sessions, and speak for the board or organization only when authorized to do so.
- Suggest agenda items periodically for board and committee meetings to ensure that significant, policy-related matters are addressed.

- Serve as an active member of, and participant in, the MNLA Scholarship Committee, assisting in the application review and decision-making process for an annual scholarship winner.
- Make an effort at the Annual Meeting & Trade Show to make contact with non-members to discuss benefits of association membership.
- Relationship with Staff
- Counsel the executive director as appropriate and provide information or input to him/her as requested.
- Avoiding Conflicts
- Serve MNLA as a whole rather than any special interest group or constituency. Regardless of whether or not you were invited to fill a vacancy reserved for a certain constituency or organization, your first obligation is to avoid any preconception that you “represent” anything but MNLA’s best interests.
- Avoid even the appearance of a conflict of interest that might embarrass the board or MNLA, and disclose any possible conflicts to the board in a timely fashion.
- Maintain independence and objectivity and do what a sense of fairness, ethics, and personal integrity dictate, even though not necessarily obliged to do so by law, regulation, or custom.
- Never accept (or offer) favors or gifts from (or to) anyone who does business with MNLA
- Fiduciary Responsibilities
- Exercise prudence with the board in the control and transfer of funds.
- Faithfully read and understand MNLA’s financial statements and otherwise help the board fulfill its fiduciary responsibility.