



**US Composting  
Council®**

## **Roles and Responsibilities of Board Members:**

### **1. Determine the Organization's Mission and Purpose**

Setting the fundamental direction and defining the purpose of the organization is the most important role of the board. This is not "once and done," but is an ongoing process as the organization reacts to changes in its constituency and environment.

### **2. Provide Proper Financial Oversight**

Typically this oversight is provided through review and approval of the annual budget. In addition, the board should adopt financial policies and procedures, monitor financial performance, assure that appropriate controls are in place and require an annual audit or financial review.

### **3. Ensure Adequate Resources**

Providing adequate resources is first and foremost a board responsibility. The board can carry out this responsibility by paying dues on a timely basis, attending and supporting organization programs, encouraging others to join the organization and support its activities, calling on and sharing vendor and supplier contacts for sponsorships and volunteering time to support organization events.

### **4. Ensure Legal and Ethical Integrity and Maintain Accountability**

The board carries out this responsibility by assuring that clear policies are adopted that define accountability and legal and ethical behavior by board members and staff. The board also ensures that the organization acts consistently within its bylaws and articles of incorporation.

### **5. Ensure Effective Organizational Planning**

The board assures that a planning and monitoring process is in place to guide the organization and maintain accountability in achieving its mission and purpose.

### **6. Recruit and Orient New Board Members and Assess Board Performance**

Boards generally are self-sustaining in that they recruit members to fill vacancies and perpetuate the governance of the organization. Defining criteria for board membership, assessing the need for skills and talent within the board, identifying and recruiting new members to the board, and assessing board performance are all board responsibilities.

### **7. Enhance the Organization's Public Standing**

The board serves as a key link between the organization and the public, members, government and other constituencies. Not only should board members be ambassadors for the organization, but should see that the organization's mission and accomplishments are communicated to its various constituencies.

### **8. Determine, Monitor, and Strengthen the Organization's Programs and Services**

Board members are key to assessing overall organization performance and relevance to its mission. Given limited resources, boards also play a key role in setting priorities and determining how organizational resources should be allocated to carrying out the mission.