



Job Description

Title: Board Member

Summary: Keep Denton Beautiful (KDB) operates as a public-private partnership between the City of Denton and the nonprofit organization Keep Denton Beautiful, Inc. As the governing body for the nonprofit arm of KDB, the all-volunteer Board of Directors is responsible for providing oversight and strategic direction for KDB and its programs.

Job Functions:

- Prepares for, and attends, all monthly board meetings, which take place on the third Thursday of each month. Board members may not miss more than two (2) meetings in a calendar year.
- Participates in occasional "special call" meetings, held as needed on a date convenient to the majority of the board.
- Attends and participates in an annual half-day planning retreat each December, to establish goals and objectives for the upcoming year.
- Works with the staff and other board members of KDB to outline long-range goals.
- Participates actively on at least one KDB committee, attending monthly committee meetings and completing occasional work assignments.
- Strives to become knowledgeable about the work of KDB and how it is accomplished.
- Thoroughly reads pertinent documents, and readily asks questions to clarify and understand the information being presented.
- Responsibly manages and oversees the financial assets of Keep Denton Beautiful, Inc., for the benefit of the organization.
- Exercises a "Duty of Loyalty" if serving on multiple boards simultaneously, disclosing conflicts of interest, and maintaining confidentiality.
- Safeguards the KDB mission, and ensures that programs hold true to the organization's mission, vision, and values.
- Ensures compliance with federal, state, and local laws, to maintain the public trust.
- Upholds the ethical, legal, and financial integrity of the organization.
- Builds a collegial working relationship with fellow board members, to facilitate a positive board environment.
- Maintains an annual KDB membership, at a level meaningful to the individual.
- Serves as an advocate for KDB in the community, to advance the organization's mission and purpose.
- Provides advisory support to KDB's Executive Director/Program Manager.
- Assists with growing KDB's resources, through fundraising, relationship building, acknowledgement of supporters and volunteers.

Estimated Time Commitment:

Board Member Time Commitment

Activities	Monthly	Annual Total
Board Meetings (Jan-Nov) *The KDB Board meets the third Thursday of each month at 6 p.m.	1.5 hrs	16.5 hrs
Committee/Special Project Meetings (Jan-Nov) *KDB Committees meet during work hours, in person or by conference call	1.5 hrs	16.5 hrs
Two special events each year *Special events typically take place on Saturdays		8 hrs
Non-meeting and community activity (approximate)	5 hrs	60 hrs
Annual Appreciation Reception & Quarterly Mixers		4 hrs
Annual Board planning retreat		5 hrs
TOTALS	3-8 hrs	Apprx 110 hrs

Application Instructions:

Board member applications are accepted through December 1st of each calendar year, with terms beginning the following January. Applicants must agree to serve a full 2-year term.

To be considered for a board position, complete the online application form. The KDB Executive Director will then contact you to arrange an in-person meeting.

Online Application Form:

<https://keepdentonbeautiful.wufoo.com/forms/keep-denton-beautiful-board-of-directors/>