

## MEMBER OF BOARD OF DIRECTORS: DUTIES AND EXPECTATIONS

**Mission:** The HDF Group Board of Directors' charge is to govern and oversee the policy and operations of The HDF Group and to advise and support company leadership in its work to sustain, develop, and promote the HDF technologies.

### **Major responsibilities:**

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Personnel evaluation and staff development
- Review of organizational and programmatic reports
- Promotion of the organization
- Outreach and advocacy

Members of the Board share these responsibilities while acting in the interest of The HDF Group. Each member is expected to make recommendations based on his or her experience and vantage point.

**Length of term:** Term length is currently two years; a member is eligible for re-election and may serve successive terms.

### **Meetings and time commitment:**

- The Board of Directors meets at least quarterly, at an agreed time and place.
- Committees of the Board meet on a regular basis, depending on their respective work agenda.

### **Expectations of board members:**

- Help communicate and promote The HDF Group's mission and goals to existing and potential HDF user and stakeholder communities.
- Be alert to HDF community concerns that can be addressed by The HDF Group mission, objectives, and programs.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Prepare for Board meetings, as appropriate, so as to participate fully and facilitate the Board's business.
- Become familiar with The HDF Group finances, budget, and financial/resource needs.
- Understand the policies and procedures of The HDF Group.
- Attend and participate in meetings on a regular basis, and special events as able.

As the Board seeks new members, it looks for breadth of experience and/or complementary skills and knowledge that will bring competencies and expertise to the Board beyond that of current members. The HDF Group sees this as a major avenue to strengthening the company.