

# KTC Board of Directors Job Description



Position Title: Member of the Board of Directors/Board Member

Length of Term: Three years (two term limit)

Reports To: Entire Board of Directors

The Mission of KTC is to encourage life-long physical well-being through running and walking. As the highest leadership body of KTC and to satisfy its fiduciary duties, the Board of Directors:

- Determines how KTC will carry out its mission through long and short-range planning
- Establishes policies for the effective management of KTC
- Monitors KTC's programs and services
- Adopts an annual budget and provides fiscal oversight
- Recruits, orients, and develops board members
- Hires, sets compensation for and evaluates the performance of the executive director

## Board Member Responsibilities:

- Be familiar with the KTC's mission, purpose, programs and policies
- Stay informed about KTC's operations and needs
- Prepare for, attend, and conscientiously participate in board meetings
  - Review agenda and supporting documents prior to meetings
  - Carefully review, analyze and understand financial information
  - Ask questions & engage in discussion
- Actively serve on at least one committee and offer to take on special assignments
- Be an active participant in KTC Events
  - Participate in or volunteer for at least 3 road races, 2 trail races, marathon weekend
  - Volunteer for at least one youth event
  - Volunteer at Volunteer Track Classic
  - Attend the KTC Annual meeting and at least 1 KTC social event
- Serve as active advocates and ambassadors of KTC in the community
- Ethically leverage personal connections, networks, and resources to support KTC's mission.
- Comply with KTC Policies and Legal Requirements
  - Follow KTC's bylaws, policies, and board resolutions
  - Sign the annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
  - Maintain confidentiality about all internal matters

## Time Demands (approximate):

- Board retreat (1 weekend day – early January)
- Board meetings (attend at least 75% of the 12 monthly board meetings, approximately 2 hours in length, on the 4<sup>th</sup> Monday of the month, except December, at 6:00 P.M.)
- Committee meetings (as determined by the committee)
- KTC events (available year-round, various dates and times)
- KTC annual meeting (approx. 3-4 hours – typically a Saturday in early December)

## Financial

- Board members are encouraged to provide the executive director at least one bona fide lead (with contact information) for a new financial or in-kind sponsorship.
- Board members may be asked to consider making a monetary donation for a particular fundraising mission, but there is no requirement to make a financial donation.