

The Calumet Heritage Partnership
Board Member Responsibilities
Approved by Board Resolution on January 10, 2019

About

The Calumet Heritage Partnership is a diverse, bi-state partnership of environmental, cultural and historical organizations and individuals, libraries, educational institutions, municipalities, and governmental agencies. Each partner is committed to celebrating, preserving and protecting the unique heritage of the Calumet region.

Mission

To identify, preserve, protect and reclaim the natural, historical, cultural and recreational heritage of the Calumet region of Illinois and Indiana for the purposes of educating and inspiring the public, restoring regional pride, and revitalizing our communities and their interconnectedness.

Fiduciary Responsibility

Duty of Care: Directors must give the same care and concern to their board responsibilities as any prudent and ordinary person would. This means board members should be actively participating in board meetings and on committees. It also means that they should be actively working with other Directors to advance the organization's mission and goals. They can fulfill their responsibilities by overseeing and monitoring the nonprofit's activities. Directors should be able to read and understand financial reports and be willing to question expenditures and examine variances. They are also responsible for strategic planning and achieving the non-profit's short- and long-term goals.

Duty of Loyalty: Directors must place the interests of the organization ahead of their own interests at all times. Duty of loyalty means publicly disclosing any conflicts of interests and not using board service as a means for personal or commercial gain.

Duty of Obedience: Directors must make sure that the non-profit is abiding by all applicable laws and regulations and does not engage in illegal or unauthorized activities. The duty of obedience also means that board Directors must carry out the organization's mission in accordance with the purpose they stated in getting qualified as a non-profit organization.

Roles, Responsibilities, Expectations

Minimum expectations:

1. Directors should make their best effort to attend board meetings: excessive absences may result in being removed from the board; and Directors should provide notice of inability to attend a meeting to a fellow Director, preferably to an officer.

2. Serve on at least one (1) committee.
3. Be a member in good standing with CHP.
4. Make an annual financial contribution.
5. Participate in development efforts by generating connections and support for events, sponsorships, and growing our membership.
6. Serve respectfully and constructively without compensation.

Roles and Responsibilities of Individual Directors:

1. Support and be faithful to the mission and goals of the organization.
2. When acting on behalf of the organization, give priority to its interests and mission.
3. Represent CHP honorably in collaborative work with partner organizations.
4. Adhere to the Conflict of Interest Policy, and all other applicable organizational policies.
5. Exercise reasonable care in the decision making process.
6. Assist in the recruitment of new members and supporters.
7. When requested by the President, represent the organization at public meetings or events.

Roles and Responsibilities of the Board as a whole:

1. Approve an annual budget and assist in securing the financial resources necessary to ensure financial stability and achieve annual operating goals.
2. Provide fiscal oversight by reviewing financial reports, the annual audit, and tax returns.
3. Elect officers and nominate Directors who will assure the highest quality of leadership.
4. Establish policies and practices that ensure good governance of the organization.