

MAZAMA BOARD OF DIRECTORS MEMBER **POSITION DESCRIPTION**

At the Mazamas, our Board of Directors plays a crucial role in supporting our mission and guiding our strategic vision. While our day-to-day operations are led by our dedicated Executive Director (ED), our board members are essential partners in fostering a thriving, impactful organization. Here's how you can contribute to our vibrant community:

YOUR ROLE AS A BOARD MEMBER

Support and Stewardship:

- **Active Engagement:** Actively participate in discussions and decisions that shape the future of the Mazamas. Your involvement ensures that we continue to grow and thrive.
- **Prioritize Our Mission:** Always put the interests of the Mazamas first, ensuring we stay true to our goals and values.
- **Legal and Ethical Integrity:** Help us navigate legal responsibilities and uphold our mission with integrity.

Leadership and Collaboration:

- **Strategic Partner:** Work closely with the ED to develop and implement our strategic plan, providing valuable insights and guidance.
- **Impact Measurement:** Regularly review our progress and help evaluate our impact using established metrics.
- **Preparation and Participation:** Come prepared to board and committee meetings, ready to contribute thoughtfully.
- **Financial Oversight:** As a board member, you will be responsible for understanding and approving our annual budget, audit reports, and key business decisions to ensure the financial health of the Mazamas. While having a strong financial background is an asset, we offer training to help you review and comprehend our financial documents, enabling you to fulfill your oversight responsibilities effectively.
- **Performance Evaluation:** Participate in the annual review of the ED, helping to guide their growth and performance.
- **Board Development:** Assist in identifying and recruiting new board

members who are passionate about our mission.

- **Commitment to Diversity:** Ensure our board and staff reflect the diverse communities we serve.
- **Team Collaboration:** Work with fellow board members to carry out board resolutions and initiatives.
- **Committee Involvement:** Serve on committees or task forces, taking on special projects that leverage your unique skills and interests.
- **Community Ambassador:** Represent the Mazamas to the community, acting as a passionate advocate for our organization with one voice.

MAKING A DIFFERENCE THROUGH CONTRIBUTION AND FUNDRAISING

- **Philanthropic Leadership:** Make the Mazamas one of your top philanthropic priorities with an annual gift that reflects your dedication to our mission. Your contribution should reflect your ability to give and your commitment to supporting the Mazamas. While there is no set contribution minimum or maximum, our goal is to achieve 100 percent participation from board members.
- **Fundraising Support:** As a board member, you play a crucial role in building and maintaining relationships with donors. Your efforts to thank them for their support and encourage ongoing contributions are vital to our success. Our Executive Director and Development Director are available to provide guidance and leadership on how best to engage with your network and amplify our fundraising efforts.

COMMITMENT AND ENGAGEMENT

- **Term of Service:** Serve a three-year term, with the possibility of renewing for a second term.
- **Meeting Participation:** Join us for monthly board meetings and regular committee meetings, contributing your expertise and enthusiasm.
- **Volunteer Time:** The hourly expectation for the typical board position may range from 15–30 hours per month depending on your role with the board.

Committee Participation

- **Active Involvement:** Choose a committee that aligns with your interests and skills, and consider stepping into a leadership role.

Ideal Qualifications

We are looking for individuals who are:

- **Experienced Leaders:** With significant achievements in business, education, the arts, government, philanthropy, or the nonprofit sector.
- **Mission-Aligned:** Deeply committed to understanding and advancing our mission.
- **Relationship Builders:** Skilled in cultivating relationships and fostering collaboration.
- **Strategic Thinkers:** Focused on long-term goals and organizational growth.
- **Integrity-Driven:** Committed to our values and leading by example.
- **Team Players:** Valuing diversity, excellence, and effective communication.

A REWARDING OPPORTUNITY

Serving on the Mazama Board of Directors is a fulfilling volunteer role. While it is unpaid, the impact you can make on our community and the satisfaction of supporting a cause you believe in are invaluable.

UPHOLDING OUR VALUES

- **Conflict of Interest:** Annually review and complete a Conflict of interest form and disclosure statement.
- **Confidentiality:** Maintain the confidentiality of all board and committee discussions and materials.
- **Affirmation Statement:** Each year, review and sign an Annual Affirmation Statement confirming your commitment to serving as an active and engaged Mazama Board member.

Join us in making a significant impact and helping the Mazamas thrive. Contact Greg Scott at gregscott@mazamas.org to learn more.