



NATIVE AMERICAN FISH & WILDLIFE SOCIETY

10465 Melody Dr., Ste. 307, Northglenn, CO 80234

(303)466-1725

www.nafws.org

BOARD MEMBER ROLES AND RESPONSIBILITIES

The mission of the Native America Fish and Wildlife Society (NAFWS) is to assist Native American and Alaska Native Tribes with the conservation, enhancement and preservation of their fish and wildlife resources. NAFWS seeks to maintain a Board of Directors (BOD) with a broad variety of skillsets and knowledge pertaining to Tribal fish and wildlife management practices, policies, and challenges. The NAFWS BOD shall provide proper oversight of the organization and ensure continual progress is made towards its mission.

NAFWS BOD members are expected to attend scheduled board meetings, including 4 regular quarterly meetings, specially called meetings, and committee meetings as assigned, as well as participate outside the boardroom as a Regional Director for the organization. The overall time commitment is estimated to be approximately 200 hours/annually (over a 2-year term). This includes planning for and attending a Regional conference, National conference, along with preparation and attendance of board meetings.

A strong NAFWS BOD will be grounded through maintaining native cultural integrity and have members who value selfless leadership, humility, flexibility, humor, and respect for others. NAFWS BOD members are expected to model this both in and out of the boardroom. NAFWS seeks BOD members that approach their work with a positive attitude and mindset; are detail oriented; maintain knowledge of Tribal, federal and state policies; understand Tribal conservation and law enforcement issues; possess strong communication skills and navigate conflict professionally; are willing to provide mentorship; and stay up to date on all NAFWS activities.

Legal Responsibilities

NAFWS BOD members are required to perform the duties of loyalty, care, and obedience. This includes stewarding the ethical, legal, and financial health of the organization, in accordance with Colorado Revised Nonprofit Corporation Code, CRS 7-121-101, et sec. Board members

must also act in accordance with all organizational governance policies, and NAFWS constitution and bylaws.

Expectations

Board members are expected to (*governance responsibilities*):

- Prepare for and prioritize attendance at board meetings. Notify the board president of any necessary absences. A Director shall not miss two (2) consecutive Board of Directors quarterly meetings without good cause. A Director that fails to meet attendance requirements shall be removed from the Board of Directors. (*NAFWS Constitution and By-laws, Article VI. Section 7. Attendance*)
- Serve on committee(s). Review committee charters and activity, planning for committee recruitment and onboarding.
- Regularly review and update NAFWS and board policies (annually and/or as needed)
- Annually review and update Constitution and By-Laws.
- Provide leadership and oversight on policy development.
- Communicate with members.
- Comply with all NAFWS policies and procedures.
- Assist in promotion and fundraising activities for the NAFWS.
- Orient all Regional Directors to NAFWS.
- Advocate for NAFWS priorities through tribal government and federal government
- Assist in establishing the vision and initiatives for NAFWS.
- Promote opportunities for NAFWS members and future members.
- Report to Board of Directors on Regional Activities
- Represent NAFWS at Regional Events when requested.
- Approve and actively support the NAFWS mission and review management's performance in achieving it.
- Guide strategic and long-term planning. Annually assess the ever-changing environment and approve the NAFWS' strategy to be responsive.
- Annually review and approve the NAFWS' funding plans, financial goals, and budget, assuring the financial structure of the NAFWS will adequately support its current needs and long-term strategy.
- Approve major actions of the NAFWS including capital expenditures over \$25,000 (*NAFWS Accounting & Finance Manual, 4.4.i*) and major changes in programs and services to ensure alignment with the mission and board approved strategic plan.
- Annually review the performance of the board, (including its composition, organization, and responsibilities), and take steps to improve its performance.
- Annually evaluate your own performance on the board.
- Regularly communicate with the executive director on matters of concern to the executive and/or board.

- Annually evaluate performance of executive director to establish compensation in accordance with executive review and compensation policies. Provide corrective action to the executive director should they fail to meet agreed upon performance expectations.
- Support the executive director, while allowing autonomy in day-to-day operations and ensure staff sustainability through developing emergency and planned succession strategies.
- Provide Regional goals and budget to ED on an annual basis.

Additionally, in their role as Regional Directors, Board Members are expected to (*volunteer responsibilities*):

- Be an active NAFWS individual member in good standing (i.e. paid membership).
- Serve and be present as a NAFWS ambassador at events and within the Region or National as requested. (Annual Regional Conference, regional trainings, regional partner meetings and national events as requested)
 - Identify important topics to raise to NAFWS staff.
- Recruit NAFWS members and member tribes
- Assist in resolution documentation.
- Identify Regional Priorities and connect to NAFWS services.
- Represent the broader Region, rather than individual tribes.
- Coordinate and facilitate of Regional trainings and conferences
 - All Regional Conference information and logistics confirmed 60 days prior to the event to allow time for outreach, online registration, etc.
 - Utilize the approved Conference Planning Manual
- Maintain regional budget
- Orient new Regional Directors to NAFWS Regional membership.
- Promote opportunities for NAFWS members and future members.
- Report to Board of Directors on Regional Activities

If you are interested in serving on NAFWS Board, please contact your perspective Regional Director or NAFWS Executive Director.