



Roles and Responsibilities: Board of Directors and Executive Committee

Goal

To work together with other Board members to ensure that the fiscal and program operations of the Association are sound, ensure that the Association stays true to its mission, and provide leadership, advice, and direction to the Executive Director and members of the Association.

Board of Directors: Roles and Responsibilities

The Board consists of eight Land Conservation Committee (LCC) members and eight land and water conservation department (LWCD) staff members elected by each of the eight area associations. The Board elects the following officer positions: Chair, President, Secretary, and Treasurer. The Chair and President positions are set up to ensure there is one LCC member and one LWCD staff member at all times.

- Attend, prepare for, and participate in all regular and special Board meetings.
- Actively stay abreast of and participate in the proceedings of Association committees. Participation in at least one committee is strongly encouraged.
- Maintain knowledge of current programs and staff of the Association.
- Hold in confidence any information given to the Board of Directors.
- Deliberate and help determine WI Land+Water's policy positions, representing the Board member's specific area association, balanced against the statewide scope of the Association.
- Formulate, publish and annually update a strategic plan for the Association, consistent with the stated mission and purposes.
- Promote the Association and its members among counties and the general public.
- Approve appointments for members to represent WI Land+Water on non-Association committees, and set sideboards and reporting requirements.
- Other duties as described in Article IV, Section 2 of the [bylaws](#).

Board of Directors: Qualifications

- Knowledge and commitment to the mission, purpose, and programs of the Association.
- Ability to work in a team.
- Willingness to serve as an “ambassador” of the Association.

Executive Committee: Roles and Responsibilities

The Executive Committee includes the four officers of the Board, plus two additional Board members elected by the Board. The Executive Committee shall be made up of equal numbers of LCC and LWCD staff members at all times, other than during periods of temporary vacancy. The Board Chair shall serve as the Vice-President of the Executive Committee and the Board Vice-Chair shall serve as the President of the Executive Committee. The Secretary and Treasurer positions shall be occupied by the same individuals on the Executive Committee as the Board. The primary purposes of the Executive Committee are to fulfill the obligations and conduct the business of the Board between meetings, and to minimize the need to spend full Board meeting time on routine matters the Board has authorized the Executive Committee to manage. The Executive Committee shall also oversee the Association’s finances and its Executive Director, and report about its activities at each Board meeting.

Roles and responsibilities, according to Article IV, Section 4 of the [bylaws](#):

- Hire the Executive Director, negotiate salary and benefits contracts, set annual performance expectations and priorities, annually evaluate the Executive Director’s performance and implement performance-based salary adjustments or any necessary disciplinary action, including termination. All other staff report to the executive director
- Review fiscal matters of the Association and develop a draft budget and other proposals for consideration by the Board. Focus on the financial sustainability of the Association, including long-term projections of income and expenses and make recommendations to the Board and other Committees for changes when appropriate.
- Oversee an annual fiscal audit of the Association, which shall be conducted by a Certified Public Accountant with the final report submitted to the Board.
- Review Committee reports and assist with issue resolution as needed.
- Approve Association expenses, Board travel and other activities within adopted policies and procedures.
- Any other duty as authorized by the Board.