



**Abundant  
Montana**

AERO - Alternative Energy Resources Organization  
PO Box 1558, Helena, MT 59624-1558  
406-443-7272 | aeromt.org  
*Leading the way to a sustainable Montana for all since 1974*

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## **Board Member Job Description**

### **Who We Are**

AERO is a statewide, grassroots nonprofit organization, committed to promoting and building a more sustainable Montana for all since 1974. We started with renewable energy and sustainable agriculture practices during the energy and farming crises of the 1970s and 1980s, and built from there. Today, with a producer-centric focus, we help Montana communities build place-based, values-driven food systems with climate-healthy solutions. We believe in partnerships and networks, because community is the future of sustainability.

### **Our Mission**

Grassroots and statewide, AERO cultivates sustainability by engaging community stakeholders and weaving networks that build lasting partnerships in the climate healthy, sustainable agriculture and local food system sphere, creating spaces where leaders and inspired community models flourish.

### **Responsibilities of the Board of Directors**

The overarching responsibility of board members is to understand and support AERO's mission and goals and to review the organization's performance in achieving them. In addition, the board has seven core responsibilities:

#### **1. Ensure effective organizational planning**

The board is responsible for strategic and long range planning of AERO. This strategic planning includes, but is not limited to, creating a plan that accounts for:

- the mission of the organization
- current and new programs
- staffing (both current and projected), and
- financial projections, including income and expenditures.

Part of effective strategic planning also includes periodically assessing AERO's progress toward achieving our previously set goals. For example, the board is responsible for determining which programs are consistent with AERO's mission and for monitoring their effectiveness.

#### **2. Ensure adequate resources**

One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission. The board is also responsible for assisting with fundraising as deemed appropriate.

#### **3. Ensure legal and ethical integrity**

The board is ultimately responsible for adherence to legal standards and ethical norms.

#### **4. Provide proper financial oversight**

The board must assist in developing the annual budget and ensuring that proper financial controls are in place. Annually, the board is responsible for reviewing and approving the organization's funding plans, financial goals and budget. The board is also responsible for being

adequately informed of the financial condition of the organization and ensuring that published reports properly reflect the financial condition of AERO.

**5. Select, support, and evaluate the executive director**

The AERO board must reach a consensus on the chief executive's responsibilities and, if/when needed, undertake a careful search to find the most qualified individual for the position. The board should ensure that the executive director has the moral and professional support they need to further the goals of the organization.

**6. Enhance the organization's public standing**

The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community. Board members are responsible for actively looking for opportunities to communicate AERO's programs to appropriate audiences.

**7. Build a resilient board, recruit and orient new board members**

The AERO board has a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance. Annually, the board is responsible for reviewing the performance of the board, (including its composition, organization, and responsibilities), and taking steps to improve its performance.

**Other responsibilities of the board include:**

- Provide candid and constructive criticism, advice, and comments.
- Be able to devote a fair amount of time, each month, to AERO's programmatic and fundraising activities. The time commitment required as a board member is approximately 4 to 10 hours a month.
- Attend monthly board of director meetings. Notify the board chair of any necessary absences. May be removed from the Board of Directors for missing half of meetings in one year.
- Make a personal donation at a meaningful level.
- Must be at least 18 years of age
- Must be an AERO member in good standing.

By signing this form I acknowledge the above listed Board Responsibilities.

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*(Approved by the Board of Directors, May 2023)*

Adapted from:

<https://www.wildapricot.com/blog/nonprofit-board-responsibilities#1-ensure-effective-organizational-planning>