

Board of Directors Expectations and Responsibilities

The primary responsibility of a Director is to articulate and uphold the mission, vision and values of Green Building United (GBU, also referred to as “the organization.”). The business and affairs of GBU are to be managed under the direction of the Board. The Board has the principal responsibility for fulfillment of GBU’s mission. This means that the Board is in charge of establishing a clear organizational mission, forming the strategic plan to accomplish the mission, making high-level strategic decisions to implement the Strategic Plan, providing adequate supervision and support to the Executive Director, ensuring financial solvency to GBU through review and approval of the Annual Budget, representing GBU to the larger community, helping to raise private and public funds for the organization and instituting a fair system of policies and procedures for governance of the organization.

As a Director of the Green Building United, I understand my responsibilities include the following:

- Being committed to and understanding the organization’s mission, strategy, and values
- Being willing and devoting the time required to be an effective board member, including:
 - participation in one or more board committees
 - preparation for board and committee meetings through advance review of meeting materials
 - attending 75% of all board meetings
 - attending one annual full-day board retreat, two if deemed necessary
 - attending at least one major GBU event (e.g. Sustainability Symposium or Groundbreaker Awards) annually
 - being informed about the green building industry
- Being willing and devoting time and resources to the financial stability of the organization, including:
 - being a regular, dues-paying member of the organization
 - making an annual financial contribution of personal significance
 - secure contributions and/or services to the organization including supporting efforts to raise grants and sponsorships, either by giving from my own company/resources or bringing new resources/sponsors to the organization
- Ensuring that the organization performs its mission in accordance with the highest ethical standards, including:
 - compliance with GBU Conflict of Interest Policies
 - compliance with GBU’s Child Abuse Prevention and Whistleblower Policies
 - acting in a professional and ethical manner, always acting in the best interest of the organization
- If I am not able to meet my responsibilities as a board member, I will offer my resignation

Signature: _____

Date: _____