

Board Member Job Description

International Dark-Sky Association

Mission

The mission of the International Dark-Sky Association (IDA) is to preserve and protect the nighttime environment and our heritage of dark skies through environmentally responsible outdoor lighting.

Expectations

Expectations for IDA Directors are significant, both in terms of time and effort. Directors are expected to actively participate in the Board, Chair and participate on Committees, and pursue opportunities and activities that forward the IDA mission and goals. The estimated time requirement for Directors averages about five hours per month. As a member of the Executive Committee, this averages approximately 10 hours per month.

Position

The Board of Directors support the work of IDA and provide mission-based leadership and strategic governance. While day-to-day operations are lead by IDA's Executive Director, the Board-Executive Director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific responsibilities of the Board of Directors include:

Leadership, Governance and Oversight

1. Affirm, support and, as necessary, revise and update the organization's mission
2. Act as fiduciaries of the organization
3. Ensure there are adequate financial resources for the fulfillment of the mission of the organization
4. Annually evaluate the collective performance of the Board of Directors
5. Review agendas and supporting materials prior to Board and Committee meetings
6. Annually evaluate the performance of the Executive Director and, when necessary, recruit and hire and/or terminate the Executive Director
7. Assist the Board President and Executive Director in identifying and recruiting new Board members
8. Approve IDA's annual budget, audit, and material business decisions and remain informed of and meet all legal and fiduciary responsibilities

9. Serve on Committees or Task Forces and take on special assignments
10. Represent IDA to stakeholders and act as an ambassador for the organization
11. Ensure IDA's commitment to a diverse Board and staff that reflects the communities IDA serves

Fundraising

IDA Directors will consider IDA a philanthropic priority and make annual gifts that reflect that priority. So that IDA can credibly solicit contributions from foundations, organizations and individuals, IDA expects to have 100 percent of its Directors make an annual contribution that is commensurate with their capacity.

Board Terms and Participation

IDA's Directors serve a three-year term and are eligible for reelection for one additional term before retiring from the Board for at least one year.

Board meetings will be held quarterly and Committee meetings held in coordination with its chair. In addition, development activities for the staff and Board take place throughout the year and for which Directors' participation is highly encouraged.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about IDA's mission. Selected Directors will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. Her/his accomplishments will allow her/him to attract other well-qualified, high-performing Directors.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- A commitment to and understanding of IDA's mission, and a passion for the shared value of reducing light pollution
- Diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a commitment to public service.

Service on IDA's Board of Directors is without remuneration