



Volunteer Job Description for Board Director

Start Date: 2024

Term: 3 Years

Time commitment: 6 board meetings per year + serving on a board committee and assisting the ED with special projects + annual retreat in Leadville, CO + responding to board communications in a timely manner (~3-8 hours per month)

Cloud City Conservation Center (C4) is a 501c3 nonprofit organization that works on issues at the intersection of health equity and environmental justice in Lake County, Colorado. Our four main focus areas are energy efficiency, environmental education, zero waste and sustainable food.

Our Vision: Healthy Planet, Healthy People

Our Mission: Cloud City Conservation Center fosters pathways to a healthier planet and community through initiatives that inspire the conservation of our natural environment.

Our Values (aka The 4 C'S): Climate Action, Connection, Community Resources and Culture of Equity & Inclusion.

The Purpose of this Position

The C4 Board supports the work of C4 and provides leadership and strategic governance. While day-to-day operations are led by C4's Executive Director, the Board partners with the Executive Director, and the appropriate involvement of the Board is both critical and expected. Board Director responsibilities are detailed on the following page.

You would be a good fit if:

- You are passionate about the environment and the Lake County Community
- You are aligned with our vision, mission and core values
- You are excited about being part of a diverse, hard-working and respectful team
- You have enough time and energy to support Cloud City Conservation Center

We're particularly excited to talk to you if:

- You are a person of color, immigrant/refugee, woman, LGBTQIA+, or have lived experience with the barriers to living a healthy and sustainable life that C4 works to address.
- You are a young adult who went to school in Lake County or spent part of your childhood in Lake County (must be 18 years or older)
- You have human resources, legal, and/or finance professional experience.

Responsibilities

We expect board members to attend 6 board meetings per year, serve on a committee, assist the ED with special projects as needed, participate in our annual retreat in Leadville (Scheduled for early May 2024), and respond to board communications in a timely manner.

Leadership

1. **Act as a trusted advisor** to the Executive Director as they develop and implement C4's strategic plan. Ask hard questions and utilize your unique expertise!
2. **Serve on a Board Committee** and ensure that board resolutions are carried out.
3. **Represent C4** to stakeholders and act as an ambassador to our community..
4. **Identify and recruit other Board Members** as needed.

Governance & Oversight

1. **Review outcomes and metrics** created by C4 for evaluating its impact, and regularly measure performance and effectiveness using those metrics. Review agenda and supporting materials prior to meetings.
2. **Participate actively in board meetings** and complete any follow-up items.
3. **Approve C4's financials**, audit reports, and material business decisions. Be informed of, and meet all legal and fiduciary responsibilities.
4. **Contribute to the annual performance evaluation** of the Executive Director.

Fundraising

1. **Champion C4's vision and make our case to others.** Represent C4's vision and impact among people you talk to, especially influencers and funders.
2. **Be a champion for our vision and invite others to get involved.**
3. **Invest with a commitment to help fund our vision.** Every Board Member should make an investment (in time, energy, and money) that is commensurate with their relationship, capacity, and involvement with our organization.

To Be Considered

If you are interested in joining the board, please send a letter of interest via email to our Executive Director at emily@c4leadville.org by March 29th. We hope to bring on several new members in early 2024.