

## **FLT, Inc. Board of Directors Guidelines**

**Mission:** FLT exists to support, promote, enhance and protect The Legacy Trail, a Sarasota County Park, and its trail connectors now and for future generations

**Role of The Board of Directors:** To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of FLT, Inc. so as to support our mission and needs.

### **Major Responsibilities of Board Members**

- Uphold all legalities related to FLT, Inc, bylaws, FL state incorporation status and IRS status
- Lead and advise the organization in accordance with mission
- Understand, oversee and monitor policies and procedures
- Financial management including the adoption and oversight of the annual budget
- Participate in program planning and the evaluation of programs and activities
- Review financial, committee and organizational reports, and meeting minutes
- Promote FLT, Inc. to the community at-large
- Assist with fundraising and secure resources that support fundraising efforts
- Use donated funds responsibly and in accordance with projects and programs approved by the board.

**Length of Term** ( see Bylaws and terms for renewal)

### **Meetings and Time Commitment**

- The board of director typically meets monthly – the second Monday of the month for approximately 2 hours at Turtle Rock Community Main Office location – entry thru the south gate.
- Committees of the board meet at TBD.
- Board members are asked to attend any special event sponsored by FLT, Inc.

### **Expectations of Board Members**

- To act in the best interests of FLT, Inc and make recommendations based on his or her experience and vantage point.
- To avoid conflicts of interest and make notice of them when they arise.
- To attend and participate in meeting on a regular basis and special events as able.
- To chair / co-chair a committee and recruit members, or lead a significant program or activity of FLT, Inc.
- To serve on ad-hoc committees as necessary.
- To be alert to community concerns that can be addressed by mission, objectives, and programs.
- To help communicate and promote FLT, Inc. mission and programs to the community.
- To be familiar with FLT, Inc. finances, budget and financial / resource needs.
- To be familiar with FLT, Inc. policies and procedures.
- To financially support and promote FLT, Inc. in a manner commensurate with one's ability.
- To behave with decorum and integrity when representing FLT Inc. in a public venue.

Approved by FLT Board of Directors 4/10/17