

Board Roles and Responsibilities

Board Mission Statement: The Mountain Stream Board of Directors, in collaboration with the Teachers and Administrative Team, undertakes the role of providing leadership that reflects the mission, vision and values of this organization. The Board commits to a shared responsibility to serve the needs of the Sangha, community, and all beings, now and for future generations.

With the support of the Guiding Teacher, the Mountain Stream Board of Directors:

- Creates and develops the intention of the organization as articulated in the mission statement.
- Ensures the highest legal and ethical standards as articulated in the organization's bylaws, mission and values.
- Ensures adequate resources and raises money for Mountain Stream Meditation and the Nevada City Insight Center including the following individual board member commitments:
 - An annual financial donation pledge of \$_____ each year
 - Actively engaging in fundraising in whatever ways are best suited to each board member. (We hope to retain a fundraising consultant to help us develop a long range strategic plan as well as train and guide board throughout the fundraising process.)
 - Board members may wish to help with individual solicitation, undertaking special events, writing mail appeals, and the like. Each board member makes a good faith agreement to do his/her best to be involved with raising funds and awareness of the organizations purpose. (See Middle Way Addendum)
- Provides oversight of fundraising, finances, programs, and management through recommendations and reports received by the appropriate committees.
- Effectively represents Mountain Stream's mission and activities internally and to the general community with a clear understanding of the difference between what is being offered rather than trying to persuade. (See - Middle Way Addendum)
- Determines and approves effective organizational structure and strategic planning in conjunction with the administrative team.
- With support from the administrative team, recruits and provides orientation for new board members, before the end of the fiscal year.
- Supports the administrative staff with an annual review of his or her performance according to the standards established by the board as stated in the Roles & Responsibilities.
- Participates in an annual Board Performance Evaluation.
- Determines and approves effective organizational structure, strategic initiatives & planning.
- Ensures effective fiduciary oversight with development and approval of an annual budget to be managed by the administrative staff. (See addendum)
- Evaluates, monitors, and supports the organization's programs and services.

Board Roles and Responsibilities (continued)

Individual board members agree to attend board meetings, be available for phone consultation, and serve on at least one of the following committees, Fundraising, CYIAC (volunteer committee), Programming, Financial or any other area where your skillset would be meaningful. Members also agree to observe strict confidentiality in matters that pertain only to the board such as personnel, financial concerns, and/or any closed session topics. If board member is not able to meet these obligations, the board member will offer his/her resignation.

In signing this document, I commit to meeting the above agreements to the best of my ability. If unable to fully meet the responsibilities of being a board member, I agree to discuss with the board, whether or not to continue as a board member.

Signed _____

Date _____

Board Member

Signed _____

Date _____

Board Chairperson

Board Roles and Responsibilities (continued)

“Middle Way” Addendum to the Board Roles & Responsibilities

- Ensures adequate resources and raises money for the organization (Mountain Stream Meditation) which includes the Nevada City Insight Center
One of the Board’s foremost responsibilities is to provide adequate resources for the organization to fulfill its purpose and mission. The board works in partnership with the administrative staff and Fundraising Committee to raise funds from the community
- Ensures effective fiduciary oversight with development and approval of an annual budget to be managed by the administrative staff. Overseen by the Board President.
The board, in order to remain accountable to its donors, the public, and to safeguard its tax-exempt status, reviews and approves the annual budget ensuring that proper financial controls are in place
- Evaluates, monitors, and supports the organization’s programs and services.
The Board (in conjunction with the Program Committee, administrative staff and with community input) determines if programs are congruent with Mountain Streams mission and monitors their effectiveness