



**KEEP BLOUNT  
BEAUTIFUL**

## **Roles and Responsibilities of the Board of Directors**

Keep Blount Beautiful (KBB) is a 501(c)(3) non-profit organization in Blount County, TN. KBB started as a project of the Blount County Chamber of Commerce in 1989, and by 1992 the organization became an affiliate of Keep America Beautiful. KBB's mission is to encourage and educate Blount County residents to take action to improve and beautify their community and its vision is a cleaner, greener, more beautiful Blount County. This is accomplished through programs, events, initiatives, and volunteer engagement.

The governing and policy-making responsibilities of KBB are vested in the Board of Directors which controls its property, is responsible for its finances, and directs its business affairs. Board members also play an important role in serving as ambassadors for the organization in the community. Daily operations are led by the executive director, who reports to the Board of Directors.

**QUALIFICATIONS:** Board members must work or live in Blount County. Members should have a passion for Keep Blount Beautiful's mission and support environmental sustainability in Blount County. Members should have no conflicts of interest with the operations of Keep Blount Beautiful.

**COMMITMENT:** Members of the Board of Directors of Keep Blount Beautiful have certain responsibilities as listed below. Members understand that this list is not exhaustive but is intended to provide a general guideline for membership.

**TERMS:** The terms of office are three years. Members can serve up to two consecutive terms.

**RESPONSIBLE TO:** President, Board of Directors

**RESIGNATION:** In writing to the President, Board of Directors, and Executive Director

## **ATTENDANCE COMMITMENT:**

- Regularly scheduled board meetings: The regular meeting of the Board of Directors is held on the second Thursday of each month.
- Required to attend a minimum of 7 meetings per year. The annual meeting in June is required. If a member is unable to attend a board meeting, they should notify the board president or executive director of their absence.
- Special events (as announced)
- Note that all members are responsible for and affected by items voted on at board meetings whether they are in attendance or not.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Maintain a cooperative and effective relationship with the Executive Director, other board members, and KBB stakeholders
- Attend Keep Blount Beautiful board meetings. Review agenda and supporting materials prior to board meetings.
- Represent Keep Blount Beautiful as an ambassador in the community
- Promote the effectiveness of litter prevention, waste reduction, and beautification of the community through actions and service to the board
- Know the mission statement (To encourage and educate Blount County residents to take action to improve and beautify their community) and vision statement (Keep Blount Beautiful envisions a cleaner, greener, more beautiful community)
- Identify and assist with opportunities for fundraising and sponsorship
- Identify potential opportunities for partnership, programming, and/or events
- Serve on at least one committee
- Participate in at least two organization events per year
- Assist with identifying and recruiting potential new board members
- Develop, review, and approve Keep Blount Beautiful Bylaws. Know the contents and obtain a copy of the Bylaws.
- Develop, review, and approve all Keep Blount Beautiful policies that govern the organization
- Approve Keep Blount Beautiful's annual budget, financial reports, and business decisions
- Develop short and long-term strategic plans that fulfill Keep Blount Beautiful's mission
- Provide meaningful feedback during board meetings and evaluations

**INDIVIDUAL GIVING:** The Board of Directors has adopted a policy for members to make an annual monetary donation to Keep Blount Beautiful. Board members are expected to give at a level that is personally meaningful to them. Payments can be made via check, cash, or credit card. Multiple payments may be made throughout the year.

**LIABILITY INSURANCE:** Board members are covered under Keep Blount Beautiful's Directors and Officers insurance policy.

*By signing below, I affirm my commitment as a member of the Board of Directors to fulfill the obligations stated above. I understand my membership could be terminated if I do not fulfill the commitments and responsibilities as a member of the Board of Directors.*

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Board member signature

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Printed name

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Date