

Board Member Responsibilities and Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the Parking Reform Network so as to support the organization's mission and needs.

The mission of Parking Reform Network is to educate the public about parking policy impacts and to provide material and informational assistance to other persons and entities involved in parking reform education.

The Parking Reform Network is a new organization the responsibilities and time commitments in this description are estimated and subject to change as the organization grows.

Major responsibilities:

- Organizational leadership and advisement
- Assisting in identifying and recruiting other Board Members
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Mentorship and professional development
- Oversight of program planning and evaluation
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

*Members of the board share these responsibilities while acting in the interest of the Parking Reform Network. Each member is expected to make recommendations based on his or her experience and vantage point in the community.

Length of term: One year, preferably with multi-year commitment.

Meetings and time commitments:

- The board of directors meets quarterly for 1-2 hours via telephone or teleconference. Special board meetings are held via Slack or other telecommunications methods. (~1 hour per month total)
- Board members agree to regularly monitor communications and participate in votes or discussions as needed. (2-3 hours per month)
- Committees of the board meet as needed pending their respective work agenda. (2-3 hours per month)
- Assist with programmatic development (1-3 hours per month)

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Take on one major responsibility or regular committee assignment. Participate in ad-hoc committees or special assignments if possible.
- Help communicate and promote the Parking Reform Network's mission and programs to the community.
- Keep current on parking reform news and best practices.
- Become familiar with the Parking Reform Network's finances, budget, and financial/resource needs.
- Understand the policies and procedures of the Parking Reform Network.
- Strictly adhere to conflict of interest policies.
- Maintain membership in good standing with the Parking Reform Network.