



Vermont Businesses  
for Social Responsibility

## VBSR Board of Directors Job Description September 15, 2020

VBSR board members are some of Vermont's most forward-thinking business leaders, all with a passionate commitment to corporate social responsibility. The VBSR board shapes the direction and future of VBSR, the largest statewide business organization dedicated to socially responsible business, by setting the vision, strategic plan, policies, and programs of the organization in order to best serve our mission and motivate positive business impact.

Details about elections and board eligibility are available [here](#).

VBSR's mission is to advance a business ethic that values multiple bottom lines: economic, social, and environmental. We do this through:

**Economic Development** – Using our resources, help foster sustainable economic prosperity and transformation on a statewide basis, both directly and cooperatively with aligned organizations.

**Education** – Provide concrete resources and information to help improve our members’ triple bottom line business practices. Empower our members to solve environmental, social and economic problems and share such successes with legislative bodies, news media, and the general public.

**Public Influence** – Initiate tangible change in public policy that combats exploitation and promotes sustainability. Work to capture the inherent power of business to represent socially responsible ideals to legislative bodies, news media, and the general public.

**Networking** – Strengthen connections among the community of businesspeople focusing on socially responsible businesses. Facilitate peer-to-peer sharing of triple bottom line practices and policies to encourage more leading-edge practices that improve our economy, environment and communities.

All VBSR board members are expected to fulfill to the following job description (left column) with the support of the organization (right column).

All board members will	Board members expect
Serve as an ambassador for VBSR to the community by educating others about and promoting the work of VBSR. (Nominee’s employer must have a clear understanding of board commitment and fully support nominee’s service.)	A full orientation, including background information on work accomplished to date.
Learn about VBSR's mission, programs and policies and be able to describe them accurately. Become informed about how VBSR presents itself, the	Relevant materials and education.

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<p>factors that contribute to its success and what resources exist to advance it.</p>	
<p>Accept fiduciary responsibility for VBSR and oversee its financial health and integrity and ensure VBSR has the resources to meet its mission.</p>	<p>Timely, accurate, and complete financial statements.</p>
<p>Contribute financial support in addition to membership dues.</p>	
<p>Disclose any potential conflicts of interest.</p>	
<p>Read VBSR e-news on a consistent basis. Become familiar with current socially responsible business practices, including what VBSR is doing to assist and promote such practices.</p>	<p>Monthly reports from the Executive Director.</p>
<p>Participate in board meetings and conference calls and actively participate in at least one VBSR Standing Committee. Notify chair if unable to attend.</p>	<p>Well-run and productive Board of Director meetings, with a focus on strategic decision-making and with agendas and supporting documents distributed at least one week in advance.</p>
<p>Review &amp; monitor VBSR programs to ensure they run effectively.</p>	
<p>Participate in a range of activities: advocacy, fund raising, membership, development, recruitment, sponsorship, public policy development, etc.</p>	<p>Calendars and information regarding requests for Board of Director participation in upcoming events or activities.</p>
<p>Assist in holding fellow Board of Directors and Executive Director (and, by extension, the full staff) to professional socially responsible standards.</p>	
<p>Maintain confidentiality of confidential board and organizational information.</p>	
<p>Assure appropriate delegation of authority to the Executive Director and evaluate the performance of the Executive Director.</p>	<p>A clearly written Executive Director Job Description.</p>
<p>Build a collegial working relationship with other board members.</p>	
<p>Participate in all membership recruiting activities and forward contact information of potential members to VBSR staff.</p>	<p>Current brochures and recruiting materials to distribute to potential members.</p>
<p>Serve three-year terms (with no limit on the number of terms that may be served).</p>	

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**Time Commitment**

The board typically meets four times a year, plus a full-day retreat. All meetings in 2021 are expected to take place virtually via Zoom.

Each board member is also expected to actively participate on at least one committee. Committee descriptions and time commitments are available [here](#).

Including committee work, the estimated time commitment for Board members per year is 60 hours (not including travel time).