



We appreciate your interest in serving on the UCFS Board of Directors. The following outlines information to better understand the role, the responsibilities, and expectations. If you have any questions, please reach out to the UCF Executive Director.

At-Large Board Member Details

Requisites: For a member to be nominated for an office, they must have been a voting member in good standing for the last three (3) years and have attended one (1) of the past two (2) UCFS Annual meetings (conferences), or have completed an UCFS sponsored event such as the Municipal Forestry Institute (MFI), or have served on an UCFS committee within the past 2 years. At-large Board members shall serve a three-year term and shall not serve for more than two full consecutive terms. All Board members shall serve without compensation for services. The Board may authorize reimbursement for reasonable expenses.

Basic Function: The Executive Board member is a governor of the Society, which has authority and is responsible for the supervision, control, and direction of the UCFS.

Estimated Time Commitment: Average of 2-3 hours per month

Term: 3 years

Board Member Responsibilities Expanded

The following is a general list of UCFS Board Member responsibilities.

- Serves a three-year term; can serve up to two consecutive terms
- Regularly attends board and other important related meetings
- Makes serious commitment to participate actively on the work of the board
- Volunteers for and willingly accepts assignments; completes assignments thoroughly and in a timely manner
- Stays informed about board matters, prepares for meetings, reviews and comments on minutes and reports
- Has a high-level understanding of UCFS's policies

- Reviews and evaluates association actions or activities including comment letters, signing of a memorandum of understanding or other similar activities.
- Gets to know other board members and builds a collegial working relationship that contributes to consensus
- Reviews and approves association budget each year
- Actively participates in annual assessment and planning efforts
- Annually provides a performance review for the executive director
- Assists with revenue generating/fundraising activities
- Must sign and adhere to the UCFS Conflict of Interest policy
- Serve without compensation for services
- Travel to and participate in the annual UCFS Conference and Tradeshow
- Travel to and participate in the UCFS Board Retreat (reimbursed by UCFS)

To qualify for a board position, the nominee must:

- Be a member in good standing for the last three years AND
- Have participated in or attended an UCFS-related activity such as
 - The UCFS Annual Meeting/Conference (at least one of the past two), or
 - The Municipal Forestry Institute (MFI), or
 - Served on a committee within the past two years.

Additional information

- New board members will take part in an orientation with the UCFS Board President and Executive Director to orient them to their position and the organization.
 - New board members are also assigned a “board buddy” from existing the current Board of Directors. This buddy will serve as a point of contact to navigate any questions during your first year.
- UCFS Board Members meet each month for one hour to discuss ongoing board business. This meeting is held virtually.
- UCFS expects board members to attend our conference. Most of the time employers will pay for this attendance.
- Board members attend a yearly strategic board retreat. Costs are covered by the organization. This retreat is two full days of meeting, with travel on either side of that. This meeting is held in late spring or early summer.
- Most board members support a committee or special project. UCFS works to align this with the board members’ interest and strengths. Time commitment could vary depending on the type of project.