



Board Committee Descriptions

Board Development: To address board issues such as electing officers, updating Bylaws and Board Policies and Procedures as needed, ongoing board training, and recruiting and orienting new board members. Reviews the strategic plan with the board quarterly to ensure goals are met. Organizes full board strategic planning meetings every 5 years and annual retreats.

Education and Outreach: Provide guidance and support for all FOD education programs and develop exhibits for Nature Center. Advise Outreach Coordinator on general messaging and design of outreach materials including social media platforms. Assist in fundraising efforts to support education programs, including grant writing and coordination of fee-based programs.

Stewardship: Ensure conservation of dune habitat and species through strategic land acquisition, restoration, and monitoring of rare species, restoration project results and visitor use impacts. Advises work plan for DERT program. Develops and implements Land Trust Management Plan including restoration, monitoring and trails plans. Oversee Development Plan, permit applications, and maintenance of land and facilities, including the “living roof” of the Nature Center.

ED Advisory: Serves as an advisory body for the Executive Director as needed.

Executive: Composed of the Officers of the Board of Directors and serves as a decision making body on issues that are not required to go before the entire board.

Finance: Insures sound fiscal management by reviewing financial statements and presenting financial reports to the Board of Directors at least quarterly. Works with staff on developing an annual budget and presents draft to the Board for approval.

Human Resources: Update and ensure the implementation of personnel policies as needed and update the HR policy manual when necessary. Assist with hiring as needed, conduct performance review for Executive Director, and make recommendations for staff compensation to Board.

Fundraising and Special Events: Fundraising, Grants, and Special Events Planning. Develops and coordinates the implementation of the fund development plan. Assists in planning and executing special events and reports results to the board. Calls sub-committees into action as needed. Identify new granting sources, assist in writing and reviewing grant applications.

- **Special Event Planning:**
 - Outdoor Gear Sale
 - Sand Sculpture Festival
 - Wine by the Sea
 - Volunteer Appreciation Event
 - Holiday Party

Last updated August, 2018