**Policy 1.3 Operations**

**Committee Responsible**: Executive Committee

**Adopted**: **[DATE]**

**Amended**: **[DATE]**

**Purpose**

The Land Trust Board will carry out its legal and financial responsibilities in accordance with its mission statement, its By-laws, and as required by law.

**Policy**

1. Accountability: The Board is responsible for the formulation and maintenance of the Land Trust’s mission, strategic direction, general policies, and operational continuity. Each Director must devote time and attention to the affairs of the Land Trust and must act at all times in accordance with its established By-laws. In establishing policies or authorizing activities, the Board must ensure that no policies or activities will jeopardize the basic not-for-profit status of the Land Trust or reflect unfavorably upon the Land Trust as an institution devoted to public service.
2. Resources: The Board will ensure that adequate resources exist to carry out its mission and organizational operations. These resources include but are not limited to:
   1. Financial resources for land acquisition, stewardship, operating and capital requirements,
   2. Talented and expert Board members in sufficient numbers to carry out its work and who are recruited and trained in the Land Trust’s mission and functions,
   3. Management and staff as appropriate with the tools to perform their responsibilities, and
   4. Volunteers who are recruited and trained in their area of support and with knowledge of the Land Trust’s mission and values.
3. Fiduciary Responsibility: The Board holds the fiduciary responsibility for the Land Trust and for the protection of its assets. These assets include, but are not necessarily limited to:
   1. Land holdings
   2. Physical facilities
   3. Financial assets

In addition, the Board will set monetary limits for expenditures that a) do not need Board approval, b) need only Executive Committee approval, and c) need full Board approval.

1. Loyalty and Support: All actions should be taken a) as a Board, committee, or subcommittee, and b) in conformance with the By-laws or applicable policies, procedures, and resolutions.
2. Time Requirements: All Directors should contribute to the Land Trust in time, services, and funds as best they can, encourage others to do so, and support its goals without reservation. The donation of goods or services by a Director, a member of a Director’s family, or an enterprise in which a Director or a member of a Director’s family has a material financial interest will not be considered a conflict.
3. Committees: The work of the Land Trust will be conducted through its committees.
   1. All Board members are required to serve on a minimum of one committee.
   2. Committees will meet on a basis sufficient to conduct their business. Recommendations of the committees will be brought to the Board for discussion and implementation where approved.
   3. It is the responsibility of each committee to conduct its work utilizing resources available to it and seeking appropriate talent to make the best decisions.
   4. Committee assignments will be reviewed annually by the Executive Committee to ensure that the Land Trust has the resources to move projects forward.
   5. Board members respect the roles, responsibilities and lines of authority of each committee and work within those guidelines.
   6. The Board will review and approve each and every land and easement transaction in accordance with its policies and procedures.
4. Periodically, the Executive Committee, together with the Executive Director, will review the accuracy of the job descriptions of all staff personnel. If appropriate, the Executive Committee, at the recommendation of the Executive Director, will adjust the job descriptions to ensure staff duties are properly listed in the job descriptions.
5. The Land Trust will perform administrative duties (such as paying insurance, filing required forms, keeping records) in a timely and responsible manner.