

## **CHEBEAGUE & CUMBERLAND LAND TRUST Board Composition, Recruitment and Development**

Directors are expected to participate to the best of their abilities in the activities and programs of the Trust, fulfilling its mission as described in the Statement of Purpose and the Mission Statement, setting policies, establishing goals and budgets, securing and monitoring funds, and projecting a positive public image of the Trust.

### **Board composition**

The Chebeague & Cumberland Land Trust by-laws require that the Board consist of a minimum of seven people. At least 25% of the members of the Board of Directors must be residents or property owners in the Town of Chebeague Island and at least 25% must be residents or property owners in the Town of Cumberland. The remainder can be from either Town.

### **Recruitment**

The Board of Directors functions most effectively when its individual members have diverse interests and skills and collectively represent the entire service area of the Trust. The candidates may be current members who have indicated their interest in volunteering on their membership form, people who are recommended by CCLT Directors, or other individuals in the community who are notably interested in land conservation. It is essential that a candidate for Director understands what the job requires before he or she decides become a member of the Board. To that end, CCLT will provide a candidate for Director with the following information:

- CCLT Statement of Purpose from the Articles of Incorporation
- Mission Statement (March 1995)
- List of Committees with descriptions of purpose and activities
- Director's job description
- List of general duties and responsibilities

### **Education, Development and Evaluation**

Directors will be provided with the *CCLT Director's Manual and the CCLT Policy Manual*, as well as other educational materials and resources as needed. Board members will be encouraged to attend training sessions such as the Maine Land Trust Network Annual Conference, the Land Trust Alliance Rally and other training opportunities. Board members will be asked to evaluate the performance of the Board as a whole using the Board of Directors Assessment Questionnaire.

## CHEBEAGUE & CUMBERLAND LAND TRUST Board of Directors Assessment

This simple tool is designed to help the board identify areas for attention to its own development. Please circle the number that best reflects your opinion for each item.

1 - strongly agree    2 - agree    3 - neutral    4 - disagree    5 - strongly disagree

1. We have a good, written mission statement that is understood and followed.	1	2	3	4	5
2. Directors are given good and appropriate background materials for meetings.	1	2	3	4	5
3. Board meetings focus on policy issues that are appropriate for the board to discuss.	1	2	3	4	5
4. The Board makes decisions effectively with thoughtful considerations.	1	2	3	4	5
5. The Board is following CCLT's policies and procedures and reviews and refers to them as needed.	1	2	3	4	5
6. Committees are well organized and contribute to the effectiveness of the Board.	1	2	3	4	5
7. The Directors of the Board are clear on their respective roles.	1	2	3	4	5
8. The Board contributes what it should to the fund raising and marketing efforts of the organization.	1	2	3	4	5
9. The Board leadership is effective.	1	2	3	4	5
10. The Board has identified a strategic plan to guide the organization.	1	2	3	4	5
11. The President of the Board is exercising appropriate authority and leadership.	1	2	3	4	5
12. The Board is knowledgeable about the organization's current programs and services.	1	2	3	4	5
13. The Board thoroughly discusses the annual operating budget of the organization prior to its approval.	1	2	3	4	5
14. The Board receives financial reports on a regular basis that are understandable, accurate and timely.	1	2	3	4	5
15. The Board has an adequate amount of liability insurance, as well as risk reduction/ control policies and procedures in place.	1	2	3	4	5
OTHER ITEMS					

What do you think the Board should be focusing on at this time?

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**Board Member Self Assessment:**

What projects have you worked on this year and would you like to work on something else?

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What can leadership do to support your efforts? (ie. training, educational materials, volunteer help)

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