

Reuse Minnesota Board of Directors position description

Role of the Board

The [Reuse Minnesota Board of Directors](#) is charged with the control and management of the affairs, business, and properties of the organization. The Board may delegate the management of activities of the organization to staff or volunteer teams as long as the activities are under the ultimate direction and authority of the Board of Directors.

Board responsibilities

- Determining the [mission, vision, and purpose](#) of the organization
- Facilitating [strategic](#) and organizational planning
- Selecting and evaluating the performance of the executive director
- Ensuring strong fiduciary oversight and financial management
- Fundraising and resource development
- Approving and monitoring the organization's programs and services
- Enhancing the organization's public image
- Assessing its own performance as the governing body of the organization

Role of a Board Director

The Reuse Minnesota Board functions as a hybrid of a working board and an advisory/oversight board. Most work is done in smaller teams, which are self-selected by Directors based on skills, experience, and interest.

Expectations for all Directors

- Serve a three-year term with the option to run for additional terms
- Be a dues-paying [member of Reuse Minnesota](#) in good standing
- Follow conflict of interest and confidentiality policies
- Attend all regular Board meetings
- Actively participate on two Board teams and meet deadlines for team assignments
- Respond to requests for feedback or decisions between meetings in a timely manner
- Promote the organization, advocate for its mission, stay informed about programs
- Leverage connections, networks, and resources to help grow the organization through recruitment of new members and funding opportunities
- Secure funding of at least \$800 each year*

**Board members commit to personally bringing in funds to help cover day-to-day organizational expenses not covered by grants. While this can be done through a personal donation, it is preferred for the health of the organization that each director brings in funding through a variety of activities such as recruiting members or conference attendees, securing sponsorships, or soliciting contributions for fundraising efforts. In 2026, Board members committed to \$800 per director; a similar level is expected in 2027. The Board supports individual directors in developing goals and strategies to achieve this financial contribution.*

Time commitment

Board terms begin in January after the election. Individual Director time commitments vary depending on team and officer involvement, as well as the ebb and flow of organizational needs.

- **Board meetings:** Every-other-month beginning in January, 4th Thursday from 2-4 p.m. (rescheduled if falls on a holiday); about half virtual, half in-person with virtual option
- **Board retreat:** 4 hrs (set for Monday, February 8, 10am-2pm in the Twin Cities)
- **Board teams (2-5 hours per month):** Participate on two teams (see below); additional time for individual tasks to fulfill team responsibilities. Team leads are also responsible for preparing agendas and sending reminders for tasks and meetings.
Board members will serve one team from each of the following:
 - Membership **or** Fundraising/Fundraiser
 - Meet monthly, with regular and ongoing work throughout the year
 - Finance, Governance, Personnel, **or** Strategic Planning
 - Meet as needed, with work for each team varying throughout the year
- **General administration (1-2 hours per month):** Reading and responding to emails, preparing for Board meetings (reviewing the agenda, financial documents, and supporting materials prior to the meeting), voting as needed
- **Fundraising:** Board members support fundraising efforts through planning, donations, sponsor recruitment, and/or promotion.
- **Officers only (1-3 hours per month):** Directors elected to an officer role (President, Vice President, Treasurer, Secretary) have an additional commitment of one meeting per month to check in with executive director, set Board meeting agendas, and address urgent matters
- **Events (2 or more):** Involvement in Reuse Minnesota's programs and member events is a key way for board members to stay informed and up-to-date on the organization's work.
 - **Member meetings:** Quarterly, virtual or in-person options
 - **Conference:** Held annually in October
 - **Public events:** Virtual speed networking, No Trash Talk Social, webinars, and trainings
 - **Tabling on behalf of Reuse Minnesota:** Provide info to the public at events such as the State Fair Eco Experience, concerts, or community events