



## Board of Directors Job Description

Reporting to the Members of Energy Co-Op of Vermont.

### **SPECIFIC JOB DUTIES AND RESPONSIBILITIES**

The list of essential functions as outlined herein, is intended to be representative of the tasks performed within this position.

- Always represent the company's best interest, maintain the highest level of integrity and professionalism  
Perform all other duties as needed or assigned.
- To hire, provide oversight and guidance of the General Manager, who is accountable to the Board for the operations of the business.
- To monitor the Co-op's performance and achievement of business goals.
- To establish and monitor policies by which the Board and General Manager operate.

#### The Nature of the Board of Directors Authority

- The authority of the Board only exists as a group when there is a quorum of Board members formally convened.
- Board members do not have individual authority to make decisions or speak for the Board without authorization.

#### Core Duties and responsibilities

- Attend Quarterly Board meetings consistently.
- Effective teamwork depends on Directors participating regularly. At a minimum a quorum is needed to vote and make decisions.
- Help the Board make good decisions by absorbing information, asking relevant questions, and expressing views and concerns with the group.
- Speak with one voice, upholding decisions of the Board and representing them to members even if the decision was not the one you most preferred.
- Uphold the lines the Board has established between its areas of authority and those areas the Board has delegated to the GM as operational decisions.
- Act as a good team member by reading the materials prior to the meetings and otherwise being prepared appropriately to contribute to the discussions.
- Maintain Strict confidentiality of information learned as a Director, such as financial reports, organizational strategies and compensation data.
- Attend at least one Board member retreat, the yearly membership meeting or the Co-op and any special meetings of the Board.
- Participate in committee activities that have been assigned and communicate back to the full Board at the quarterly meetings and/or by email.

## **General Qualifications**

- Read the Co-op's Bylaws and fully understand Article IV.
- Demonstrate a commitment to the overall mission of the Co-op.
- The ability to collaborate with others.
- Proficient oral and written communication,
- Excellent listening skills, clear and effective speaking skills, the ability to absorb complex business information, and the ability to answer questions from members and other stakeholders.
- Must be able to interpret financial reports.
- The ability to reason from facts, evaluate practical problems, and process a range of concrete and abstract variables.

## **Experience Required**

The Co-op benefits from having Directors with a wide range of life and business experiences and areas of knowledge. Experiences and knowledge that can strengthen the Board include, but are not limited to; Energy, Finance, Marketing IT, communication, HR and legal.