

# Theodore Roosevelt Nature & History Association

## Board of Director's Guidelines

Updated September 22, 2025

### Board of Directors Responsibilities and Requirements

#### **Purpose of the Board:**

The Board of Directors, serving on a voluntary basis without compensation, is responsible for establishing policies and guiding the overall direction of the organization through decisions made collaboratively with the Executive Director.

#### **Director Requirements:**

- Must be a current member of the Theodore Roosevelt Nature and History Association (TRNHA).
- All Directors and employees must be U.S. citizens.
- The Board shall consist of at least seven voting members to ensure effective governance and diverse representation.
- Board members shall not be employees of the National Park Service to maintain objectivity and independence.
- Directors are expected to actively participate in Board meetings, committee work, and organizational activities.
- Directors should embody and promote TRNHA's mission and values, advocating for Theodore Roosevelt's legacy.
- A commitment to ethical conduct, transparency, and accountability is essential.
- The Board may establish additional criteria to promote organizational sustainability.

#### **Roles and Expectations:**

- Provide resources including time, expertise, and energy to support the organization's goals.
- Communicate the organization's values, enhancing credibility and influence.
- Support and provide guidance to staff.
- Ensure the organization's success through strategic oversight.
- Foster strong relationships with staff, fellow Board members, park partners, and the community.
- Act as ambassadors for TRNHA, representing its mission positively in the community.
- Maintain accountability to the public and stakeholders.

### **Participation and Engagement:**

- Attend all four annual Board meetings.
  - Engage actively in Association and partner activities.
  - Stay informed about organizational updates, review materials in advance, and provide constructive feedback.
  - Uphold loyalty to TRNHA and promote its work within your community.
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### **Additional Notes:**

The Board acts as a governing body, collectively responsible for the organization's direction. While individual Board members are not expected to be experts in all areas, they should bring relevant skills, expertise, or connections to support growth and outreach. The Executive Director is responsible for daily operations, staff management, and organizational oversight, while Board members oversee high-level governance and strategic planning.

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## **Election Process**

### **Annual Election Timing:**

Elections for the Board of Directors are held each October, aligning with the start of the new fiscal year.

### **Election Method:**

Directors are elected by a vote of the general membership, with voting conducted via mail or electronic mail ballot.

### **Term Length and Staggered Schedule:**

Elected directors serve three-year terms. To maintain continuity, at least two directors are elected each year on a staggered schedule.

### **Filling Vacancies:**

- Regular vacancies are filled through a majority membership vote in October via mail election.
  - Unscheduled vacancies are filled for the remaining term either by appointment from the chairperson or a majority vote of the Board of Directors.
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### **Checklist to Nominating Yourself to Serve on TRNHA's Board of Directors**

- Complete the online board member application at <https://www.trnha.org/boardapplication.htm>
- Submit a bio and photos to the Executive Director by September 25th.
- Ensure your membership in TRNHA is current.

- Participate in the election process, which runs from October 1 to October 15.
  - The Executive Director will contact all candidates on October 16th with the election results.
  - If elected, respond to the Executive Director to confirm your acceptance.
  - Review any documents sent to you and prepare to take office at the Annual Meeting in November.
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## Officers and Leadership

### **Election of Officers:**

Officers (Chairperson, Vice-Chairperson, Treasurer/Secretary) are elected at the conclusion of the annual meeting.

### **Terms and Responsibilities:**

- Officers serve one-year terms.
  - The President is elected from among the Directors by a majority of the quorum, presides over meetings, and may cast tie-breaking votes.
  - The Vice-President performs similar duties when the Chairperson is absent or unable to serve.
  - The Treasurer/Secretary, elected by a majority vote, manages financial expenditures, maintains official minutes, and ensures adherence to policies.
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## Board Operations

### **Expulsion of Members:**

- A director may be expelled by a majority vote of the Board for not fulfilling the organization's purpose.
- Two consecutive absences from scheduled meetings may also result in dismissal.

### **Quorum and Decision-Making**

- A majority of the Board members constitutes a quorum for transaction of business.
- Decisions are made by majority vote of those present, and are binding.

### **Voting Procedures**

- Votes may be conducted via mail or electronic mail ballots among Board members.