**THE MOUNTAIN RETREAT AND LEARNING CENTER**

**DESCRIPTION OF BOARD OF TRUSTEES POSTIONS AND ORGANIZATION**

The MRLC Board is composed of 11 voting Trustees elected by the Membership and the Executive Director (non-voting ex-officio). In addition, up to four voting Trustees may be selected by the Board, as well as other non-voting Trustees may be appointed by the Board as needed to carry on the work of the Board.

All elected Trustees will serve for a term of three (3) years. All Board appointed Trustees may serve up to two terms based upon the needs of the Board at any given time. No Trustee, elected or appointed, shall serve more than six (6) consecutive years.

The officers of The Mountain include the **Chair**, **Corporate Secretary** and **Financial Advisor**. In addition, there is a **Recording Secretary**. All board members serve on one of these 4 teams:

**Leadership Development Team** (nominating, training and orientation, policy review)

**Institutional Performance Team** (review of mission, vision and policies, and measurement of organizational performance)

**Planning and Finance Team** (review ofExecutive Limitations Policies, planning and budgeting assumptions, assessing Executive Director’s performance, succession planning)

**Institutional Advancement Team** (assist with annual giving campaign and all fund-raising efforts, identify sources of additional funding and promotion of The Mountain).

Each team may request nominations for non-board volunteers to help carry out their functions.

All candidates must be willing to engage in the work of the Board as evidenced by their stated commitment to meet the following Board expectations:

* Attendance at Board meetings
* Adherence to the Board’s policies
* Performance of all delegated Board team and committee assignments during and between formal meetings
* Making an annual financial contribution and/or holding an annual membership to The Mountain.
* Annually signing The Mountain Board of Trustees Covenant

**TIME COMMITMENT:** The board meets four times each year at The Mountain. The board typically gathers on Friday night, with business conducted on Saturday. Some teams use part of Sunday to work on projects. In addition to those meetings, there will be monthly Zoom meetings as required by the board to make decisions. Each team also usually does most of its work via phone conference between meetings.

**FACE to FACE MEETING SCHEDULE:**

Memorial Day Weekend: This is The Mountain's annual membership meeting. New board members are elected and installed at this time.

August: 3rd or 4th weekend

November: Traditionally, the weekend before Thanksgiving

February: 3rd or 4th weekend

**EXPENSES:** Board members are expected to pay for lodging and meals for them (and partner, if desired). Board members may request assistance with expenses, if needed. With prior notice, childcare can be provided for children of board members during the meetings.