

**Board Member Job Description**

The US League of Tea Growers (USLTG) is made up of dedicated tea growers, educators, enthusiasts, and retailers and actively encourages the growth and production of high value specialty teas within the USA. We provide education, resources, and support in all facets of your tea growing journey. Our goals are to offer knowledge for specialty tea growing, encourage collaboration between tea growers, promote tea agriculture, recruit academia to teach "best practices" for growers, and represent US tea growers across the globe.

As a 501(c)(6), the USLTG is governed by a Board of Directors. The Board is responsible for ensuring the USLTG fulfills its mission by setting the strategic direction and goals, monitoring operations, and evaluating and supporting the organization’s performance. A Board Member must fulfill the fiduciary responsibilities of the Board of Directors, including making corporate decisions that protect the public interest.

**Board of Directors Responsibilities:**

* Determining the mission and purposes of the organization
* Selection and evaluation of the Executive Director
* Strategic and organizational planning
* Ensuring strong fiduciary oversight and management
* Fundraising and resource development
* Supporting and monitoring events and programs
* Enhancing the USLTG’s public image

**Individual Board Member Responsibilities:**

* Know the organization’s mission, policies, programs and needs
* Faithfully read and understand the organization’s financial statements
* Serve as active advocate and ambassador for the organization
* Fully engage in identifying and securing the financial resources and partnerships necessary to advance the USLTG mission
* Prepare for, attend, and conscientiously participate in Board meetings
* Participate fully in one or more Board committees, if established

**Elected By:** Board of Directors

**Term Length:** Three years; may serve two consecutive terms

**Compensation:** None; voluntary position

**Time Commitment:**

* Quarterly meetings of one hour, plus time for reading and reviewing materials in advance
* Committee or other commitments of one to two hours between Board meetings
* Attendance at annual meeting

**Report To:** Board Chair