



A non-profit organization working to conserve, distribute and document the adapted and diverse varieties of agricultural seeds, their wild relatives and the role these seeds play in cultures of the American Southwest and northwest Mexico.

Native Seeds/SEARCH Board and Staff Relations Policy

Power of the Board

The board of directors exercises ultimate authority for Native Seeds/SEARCH as a nonprofit organization. This authority includes financial and fiduciary responsibility; establishment and/or approval of organization policies; and supervision of the Executive Director.

Individual Board Members

Board of directors members, as individuals, have no authority over organization affairs. The board exercises authority as a body when a quorum is present at a regularly constituted meeting.

Executive Director

The Executive Director is the chief executive officer at Native Seeds/SEARCH. She or he is hired by the board and reports directly to the board. The Executive Director is responsible for implementing all of the decisions of the board and for making administrative decisions, which have been delegated by the board of directors.

Board Members as Volunteers

Board of directors members are volunteers and their involvement in organization-sponsored activities and services is highly encouraged and appreciated. Board members are encouraged to promote the organization in a positive light to the community at large. As volunteers, board members may not receive compensation for their volunteer work, however, they may be reimbursed for costs associated with organization business so long as such expenditures are approved by the Board Chairperson and the Executive Director.

Communication between Board Members and Staff

The Executive Director should be the primary point of contact to request or receive information about organization program and financial issues. The Executive Director is charged with providing a timely response to the board member, or for referring the board member to the appropriate staff person directly.

Communication between staff and board members that increases board member knowledge of organization programs and activities is encouraged, however, board members are encouraged to apprise the Executive Director of this type of communication. All such communication must be limited to organization services and shall not include discussion about employees, other board members, customers or other confidential matters.

Board members who participate in committees of the board or *ad hoc* task forces that include staff members are encouraged to communicate freely with assigned staff members as needed, but again, limiting communication to the topic or task. To promote transparency, it is advisable that the Executive Director be advised of such communication.

Requests by board members or staff to each other for programs reports, finance reports, grant or contract documents, or any other information about the organization not contained in public materials must be routed to the Executive Director for processing.

Board member questions, comments or concerns about organization programs and services must be routed to the Executive Director. Similarly, staff questions, comments and concerns about board of directors members or board business must be routed to the Board Chairperson through the Executive Director.

As volunteers, board members may not have access to employee records or other confidential personnel information, nor shall they engage in discussion of employee performance with anyone besides the Executive Director. The Executive Director is responsible for management of the organization personnel system, which includes employee supervision, performance evaluation and necessary personnel actions according to organization personnel policies and procedures.

By signing below, I acknowledge that I have read and understand this policy.

_____ Signature _____ Date

Adopted November 15, 2008