



## Revised Governing Board Responsibilities

- Attend Meetings
  - At least one representative from each member town must be present at each governing board meeting.
  - All primary and alternate board members are welcome and encouraged to attend all meetings.
  - If governing board members are unable to attend a board meeting, we encourage you to review the videos found in the appropriate month's meeting folder within the [governing board drive](#).
  - Representatives from each member town are encouraged to meet regularly to discuss local issues as related to NEK Broadband.
  
- Stay Informed
  - Sign a confidentiality agreement and an annual conflict of interest statement
  - Read board meeting information, including agendas, minutes, reports (Director, Communications, Treasurer, Operations), budgets, and other supplemented documentation prior to each meeting.
  - Familiarize yourself with NEK Broadband web sites [nekbroadband.org](http://nekbroadband.org) (our organizational and informational website) and [get.nekbroadband.org](http://get.nekbroadband.org) (our Crowdfiber site where interested parties can sign up for updates, get on our newsletter list, and see if service is available in their neighborhood).
  - Understand & effectively communicate our mission, pricing, and service strategies
  - Take care to ensure that confidential information is not shared outside of board members as this can have a negative impact on our success
  
- Bring your personal expertise to the board
  - Join & contribute to Committees and Working Groups
  - Vote on Strategic Plans
  - Digest & offer feedback on strategic plans and options
  
- Engage your community
  - Understand & effectively communicate our mission, our pricing, and service strategies to others in your community and surrounding communities
  - Encourage those on your email lists to also registered at [get.nekbroadband.org](http://get.nekbroadband.org)
  - Work with your community and NEK Broadband to find ways to gather information about the actual condition of broadband in order to update erroneous state and federal information that impacts NEK Broadbands grant funding
  - Work with your community and NEK Broadband to develop interest within the community
  
- Be familiar with Governing Board responsibilities assigned in the Bylaws. The matters reserved to the Governing Board include the power to
  - Amend the Articles of Incorporation and Bylaws;
  - Set the budget;



- Make any amendments to the budget exceeding the major purchase limits approved in the Procurement Policy;
  - Employ or terminate the Administrator (Executive Director) of the District;
  - make major structural decisions, such as decisions that change the way the organization is going to operate, major staffing changes, or vendor partnerships that would take on substantial work on behalf of the CUD.
  - All completed action by the Executive Committee shall be reported for discussion to the Governing Board at its next meeting succeeding such action. At that meeting, the Governing Board shall affirm receipt and confirm no revision or alteration to such report, or append comments. The actions shall be subject to revisions or alterations by the Governing Board, provided that no acts or rights of third parties shall be affected by any such revision or alteration.
- General Board Responsibilities
    - Make it a priority to promote the mission and importance of the organization whenever appropriate/possible. Whether it be during casual conversation, at a local event, or when called upon by the organization, board members should be ready to deliver a targeted pitch that highlights the NEK Broadband mission, impact, and path for growth in a way that will speak to, inspire, and engage their audience.
    - Act as a liaison. Board members should engage personal and professional networks in an effort to support NEK Broadband. By doing so, board members can help operationally, recruit staff, and/or cultivate potential future board members.
    - Duty of Care: Take care of NEK Broadband by ensuring prudent use of all assets, including people, facilities, and good will.
    - Duty of Loyalty: Ensure that NEK Broadband activities and transactions are, first and foremost, advancing its mission; Recognize and disclose Conflicts of interest; Make decisions that are in the best interest of NEK Broadband and their community; and not in the best interest of the individual board member (or any other individual or for-profit entity).
    - Duty of Obedience: Ensure that NEK Broadband obeys applicable laws and regulations (including VT Open Meeting Laws); follows its own bylaws; and that NEK Broadband adheres to its stated corporate purposes and mission.