



## **RP Group Board Member Roles and Responsibilities October 2025**

### **Legal Duties<sup>1</sup>**

As members of a nonprofit board, RP Group Board members are bound by the three legal duties of care, loyalty, and diligence (obedience).

Fulfillment of the Duty of Care requires Board members to act with the care that an ordinarily prudent person would act in a similar situation. This means preparing for meetings by reviewing the agenda and meeting materials; paying close attention to conversations involving the direction, activities, and financial health of the organization; and staying engaged in Board activities.

Living up to the Duty of Loyalty means acting in the best interests of the organization and not for your own personal gain or the interests of other organizations while conducting Board business. If a conflict of interest arises, a Board member is expected to disclose it and, in the instance of a Board decision that could benefit the Board member materially, recuse themselves from discussions and votes on the matter.

The Duty of Diligence (Obedience) refers to two things: (1) Board members are expected to take responsibility for ensuring the nonprofit remains true to its mission, and (2) the Board member must ensure that the organization complies with the organization's governing documents (bylaws and policies) and all relevant state and federal law.

### **Roles and Responsibilities (Job Duties)**

The RP Group's mission is:

The Research and Planning Group for California Community Colleges (The RP Group) is a leader that supports equitable outcomes for minoritized and marginalized students through race-conscious, equity-minded research, planning, and professional development. We uplift student voices and empower researchers and planners to improve institutional effectiveness by dismantling systemic barriers and injustices.

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<sup>1</sup> For a discussion of the legal duties of nonprofit board members, see the [BoardSource](#) website.

To fulfill the mission of the organization, the Board as a whole is responsible for:

- Determining the mission, vision, and values of the organization
- Representing and advocating for the interests of institutional research, planning, and effectiveness (IRPE) professionals in the California Community Colleges
- Selecting and evaluating the performance of the executive director
- Informing effective organizational strategic planning and evaluation
- Ensuring strong fiduciary oversight and financial management
- Enhancing the image of the organization
- Assessing its own performance as the governing body of The RP Group

In fulfilling their duties of care, loyalty, and diligence, individual Board members are specifically responsible for:

- Knowing RP Group's mission, vision, values, areas of impact, and needs
- Advocating for student-centered policy in achieving The RP Group's mission
- Attending all Board meetings (exceptions granted for extenuating circumstances)
- Preparing and actively participating in Board meetings
- Attending all required Board trainings as part of the year-long onboarding process
- Maintaining regular communication with Board and staff (e.g., respond to requests for feedback and information within established deadlines)
- Serving as a communication conduit between the Board and members in the region or by role
- Serving as an ambassador for the IRPE community and actively attending Regional Research Groups (RRG)
- Serving on at least two organizational committees, workgroups, or taskforces
- When applicable, participating on statewide committees as a liaison for The RP Group
- Adhering to RP Group's bylaws and policies, including the requirement to be an institutional member in good standing
- Reviewing and understanding RP Group's financial statements
- Disclosing any conflicts of interest to protect RP Group's interest
- Ensuring internal matters of The RP Group remain confidential

The primary vehicle for two-way communication between The RP Group and the IRPE community is the Regional Representatives on the Board, who will serve as the conduit. In addition to their general roles and responsibilities as a Board member, the Regional Representatives will have the following obligations:

- Maintaining a current email list of all researchers at the colleges/district offices in the region
- Participating in membership drive, following up with non-members
- Sending introductory email to all colleges/district offices in the region at the beginning of each academic year

- Establishing working relationships with other regional representatives in neighboring regions and the appropriate Regional Research Group Coordinator(s) to ensure clear communications with the colleges/district offices regarding the relationship between the regional representatives and the RRG Coordinators in the area
- Regularly attending Regional Research Group(s) meetings that occur in the region, providing updates from the organization at these meetings, and updating the Board with information from these meetings via written and oral reports
- Gathering input and feedback from colleges/district offices and sharing that information with the Board via written and oral reports
- Sharing relevant information about the Board and organization with colleges/district offices
- Emailing all researchers in the region, including the Regional Research Group Coordinator(s):
  - Monthly RP Updates
  - Board Meeting Summaries
- Establishing relationships with new IRPE professionals in the region to welcome and introduce them to The RP Group

At-Large Board members serve as a communication conduit between the Board and IRPE professionals who focus on regional and state collaborations, bringing any identified issues to the Board's attention. In addition to their general roles and responsibilities as a Board member, At-Large Board members will have the following obligations:

- Working closely with the Regional Representative(s) in their home region to coordinate communications within the region.
- Attending RRG meetings in their home region and coordinating with the Regional Representatives to ensure at least one Board member is in attendance at RRG meetings.
- Attending RRG meetings in areas other than their home region to support communication and relationships with colleges across the state (not required but *highly* encouraged).

If a Board member fails to fulfill the above responsibilities and/or adhere to the bylaws, that Board member may be asked to resign or be removed from the Board.