



June 2026

Board Overview

KGVB Mission & Focus Areas

Mission Statement: Empowering the Grapevine community through engagement and environmental stewardship.

We want to work together to make Grapevine a clean, green and beautiful place to live, work and play.

Focus Areas
Litter Prevention
Beautification
Waste Reduction

Key Activities
Volunteer Events (Happy to Help Saturdays; Fall Sweep; Great American Cleanup; Arbor Day; Custom Business Opportunities); Adopt-An-Area
Education (ECO Talks, community engagement events)
Grapevine Gives Community Grants

Structure and Governance

501(c)3 Nonprofit “operated exclusively to serve as educational, advisory, and coordinating agency for scientific, literary, or educational purposes....for and on behalf o the City of Grapevine” (Bylaws Section 1.2)

Affiliated with Keep America Beautiful & Keep Texas Beautiful

Partnership with City of Grapevine Parks and Recreation

Executive Director = Parks & Recreation Director or designee

Board includes liaison from Environmental Services

Meetings Posted in accordance with Texas Public Records Act and Texas Open Meetings Act

Structure and Governance (Continued)

7-20 members on Board of Directors

- Executive Director
- 4 Elected Officers: President, Vice President, Secretary, Treasurer*
 - Also serve as Executive Committee, maximum 4 years in any one position
- Board Members At-Large*
- Ex-Officio Directors
- City Liaisons*
- Youth Liaisons

Must reside or work in City of Grapevine

Youth liaisons must attend a GCISD high school, private school or homeschool within city limits

*Voting Members

Board Member Expectations

- 2-year terms beginning October 1 of each year
- Attend all monthly Board meetings unless due to extenuating circumstances
- Attend a minimum of 4 events in 1 year
- Participate in at least 1 conference/webinar/seminar hosted by Keep America Beautiful or Keep Texas Beautiful per year
- Attend or participate in other educational activities as advised by Executive Director, as feasible
- Report educational activities, volunteer activities, and other work completed on behalf of KGVB
- Bring ideas, talents, and skills to the organization!
- Note: no entitlement to compensation, except reimbursement for reasonable expenses incurred in connection with Board services if previously approved by Executive Director

Elected Officers - President

- Arrange for/coordinate all meetings of the Board
- Confer with Executive Director on monthly meetings/agendas
- Preside over Board meetings
- Serve as Authorized Signatory on financial accounts
- Present organization's pace, direction, and strengths to Board
- Oversee ad-hoc committees, as needed
 - Present yearly plan of committees
 - Recommend assignments and deadlines

Elected Officers – Vice-President

- Perform the duties of the President in absence of the President
- Coordinate with President on committee items as needed

Elected Officers – Secretary

- Record attendance and take minutes of all meetings
- Distribute within 5 business days to Board members
- Ensure that agendas and summaries are distributed and/or posted online
- Bring documentation of any email votes to next meeting for affirmation/documentation as part of Board agenda
- Maintain a list of membership with addresses
- Conduct organization correspondence
- Ensure thank-you letters and gifts are purchased/distributed as needed

Elected Officers – Treasurer

- Keep/maintain financial records
- Report financial status at meetings
- Serve as Authorized Signatory on financial accounts
- Assist with development/review/updating of financial policies as needed
- Assist Executive Director in managing accounts and finances, including monthly reports and developing annual budget

Youth Liaisons

- Fulfill general duties of Directors
- Facilitate coordination with GCISD and other academic campuses
- Integrate activities relevant to GCISD mission into campus activities (e.g. presentations on focus areas, activities to prevent litter, beautify, or reduce waste)
- Suggest opportunities for collaboration with GCISD or other academic campuses
- Assist with developing events/programs/projects that would be of interest to youth
- Create social media content specific to youth

Typical Board Meeting Calendar (Min. 6/year)

January	February	March	April	May	June
<ul style="list-style-type: none"> • Meeting 	<ul style="list-style-type: none"> • Meeting 	<ul style="list-style-type: none"> • Meeting 	<ul style="list-style-type: none"> • May be Cancelled due to April Events 	<ul style="list-style-type: none"> • Meeting 	<ul style="list-style-type: none"> • Meeting – (Present Board Overview?)
July	August	September	October	November	December
<ul style="list-style-type: none"> • NO Meeting 	<ul style="list-style-type: none"> • Meeting – Present Draft Budget and Proposed Slate of Board Members 	<ul style="list-style-type: none"> • Annual Meeting – Elect Officers, Appoint Board Members, Adopt Budget 	<ul style="list-style-type: none"> • Meeting – Review Grapevine Gives Applications • Special Meeting (~4th Monday) 	<ul style="list-style-type: none"> • Meeting – Present Grapevine Gives Awards 	<ul style="list-style-type: none"> • NO Meeting

Typical Event Calendar

January	February	March	April	May	June
<ul style="list-style-type: none"> • ECO Talk • Happy to Help Sat. • Volunteer Appreciation Event 	<ul style="list-style-type: none"> • ECO Talk • Happy to Help Sat. 	<ul style="list-style-type: none"> • ECO Talk • Happy to Help Sat. • Household Hazardous Waste Day 	<ul style="list-style-type: none"> • ECO Talk • Earth Day & Great American Cleanup 	<ul style="list-style-type: none"> • Memorial Day Cleanup 	<ul style="list-style-type: none"> • Happy to Help Sat.
July	August	September	October	November	December
<ul style="list-style-type: none"> • 4th of July Cleanup • Litter Index • Happy to Help Sat. 	<ul style="list-style-type: none"> • ECO Talk 	<ul style="list-style-type: none"> • ECO Talk • Gives Grant opens • Fall Sweep 	<ul style="list-style-type: none"> • ECO Talk • Gives Grant closes • Butterfly FlutterBy • Grapevine Recycles Day 	<ul style="list-style-type: none"> • ECO Talk • Arbor Day 	