

Sample Board Job Description (Adapted from BoardSource)

Overview of Responsibilities of Board Members

The board of [ORGANIZATION] is responsible for overseeing the mission and purpose of the organization. Its duties include participation in strategic planning and making policy decisions, then securing the financing for them and the monitoring of their execution. Members must be willing to attend the requisite meetings, follow through on commitments, and participate fully in the decision-making process. The board also presents the organization's image to the community and solicits its support in achieving XYZ's goals. We expect our board members to sign up for a ____ year term with up to ____ consecutive terms allowed, for a total of __ years.

Specific Responsibilities

Fiscal

- Review revenues and expenses on a quarterly basis to ensure the mission of the organization is being upheld.
- Participate in strategic planning and the setting of long-term goals.

Legal

- Act on behalf of the organization and its interests, putting aside personal concerns, affiliations, or constituencies.
- Set procedures and policies to ensure that any affiliate is organized and administered in a manner that is in compliance with applicable law.

Ambassadorship/Fundraising

- Promote our mission to increase visibility and encourage financial support for the organization. This can include participating in fundraising events, stewarding donors, and/or sharing your personal story of involvement within your networks.
- Each board member will give a personally generous gift within his/her means on an annual basis as a sign of commitment to the organization and as a sign of respect for the other board members and donors who support the organization.

OR

- Each board member will be responsible for giving and getting a total of \$X annually, composed of a personal gift and either donations from their network or supplemental funds from their own charitable dollars.
- Be willing to make introductions to new networks, corporate sponsors, foundations, and helpful individuals.

Staff

- Hire the chief executive and review performance annually.
- Be willing to use individual expertise to assist in staff organization and development.

Performance

- Attend and be active in X out of the X scheduled board meetings each year (in person or via phone).
- Sit on at least one committee, and a board member will be asked to lead each of our committees (OPTIONAL: LIST COMMITTEES).
- Assist in selecting new board members who will help the organization achieve its goals.
- Actively participate in annual board self-evaluation.