

## BOARD MEMBER JOB DESCRIPTION

1. **Determine Organization's Mission and Purpose:** It is the Board's responsibility to create and review a Statement of Mission and Purpose that articulates the organization's goals, means, and primary constituents served.
2. **Select the Chief Executive:** Board Members must reach consensus on the Chief Executive's responsibilities and undertake a careful search to find the most qualified individual for the position.
3. **Support and Evaluate the Chief Executive:** Board Members should ensure that the Chief Executive has the moral and professional support necessary to advance the goals and Mission of the organization.
4. **Ensure Effective Strategic Planning:** Board Members must actively participate in an overall planning process and facilitate implementation and monitoring the plan to ensure it achieves organizational goals.
5. **Monitor and Strengthen Programs and Services:** Board Members are responsible for determining which programs are consistent with the organization's Mission and monitor their effectiveness.
6. **Ensure Adequate Financial Resources:** One of the Board Member's foremost responsibilities is to secure adequate resources for the organization to fulfill its Mission.
7. **Protect Assets and Provide Proper Financial Oversight:** Board Members must assist in developing the annual budget and ensuring that proper financial policies and controls are in place.
8. **Develop and Cultivate a Competent Board:** All Board Members have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance as it relates to the organization's Mission, objectives and operations.
9. **Ensure Legal and Ethical Integrity:** The Board is ultimately responsible for adherence to legal standards and ethical norms.
10. **Enhance the Organization's Public Reputation:** Board Members should clearly articulate the organization's Mission, accomplishments and goals to the public as well as garner philanthropic financial support from the community.
11. **Promote and Advance Good Donor Stewardship:** Board Members will adopt a donor centric approach in all fundraising and communications functions conducted on behalf of the organization.