

SAMPLE Board of Directors Job Description

Members of the Board of Directors have certain duties and responsibilities as they provide stewardship and governance for the organization. It is expected that each Board member will make time in their schedules to participate. Except for officers, board members can expect to spend an average of XX (e.g., four) hours per month on their work. The term of membership is _____ years.

Duty of Care: Board members should act in good faith with the care that an ordinarily prudent person would exercise under similar circumstances. (Board members are to be fully informed and prepared to act effectively).

Duty of Loyalty: Board members must put the interests of the organization first, above personal or professional interests (Conflict of interest issues).

Duty of Honesty: Board members must act in accordance with the organization's stated mission and applicable laws. (Bylaws issues).

The following is an outline of duties and responsibilities.

Attendance

New members are asked to attend a Board orientation workshop.

Members are expected to attend XXX (E.G., monthly) Board meetings, which take place _____ and attend an annual DAY LONG Board retreat.

Planning

Members are expected to participate in the development and approval of goals and objectives for the organization and to assist in the formulation of strategies to implement long-range plans.

Fund raising

Supporting fund raising is a critical role for each Board member. This can be achieved in the following ways:

- Make a personal gift to the Annual Appeal.
- Attend the annual golf tournament.
- Make a personal gift in support of capital, endowment or other special fund raising campaigns.

- Generate resources including volunteers, donors and potential donors, in-kind goods and services from the community.
- Identify, cultivate and assist with solicitation of prospective donors.

Operations

Members are expected to perform a fiduciary role including the following:

- Review and approve annual budget.
- Review and accept audited financial statements.
- Review and approve the annual form 990 submission to the IRS.
- Monitor financial, legal, administrative and program status to assure that obligations, goals and objectives are being met.
- Oversee the evaluation of the performance of the Executive Director: recruitment, selection, salary, and termination.
- Review and approve organization's personnel policies and compensation package including salary ranges and benefit levels

Stewardship

Members are expected to act as liaisons between the community and in the following ways:

- Inform friends and colleagues about the organization's programs to increase its support base
- Act as Ambassadors and Advocates in the community to promote the agency
- Inform Board and/or staff regarding programmatic and financial opportunities, constituent needs and potential collaborations in the community.

Committees

Members are expected to serve on at least one of the following committees:

- Governance
- Executive
- Finance
- Fund Development

Miscellaneous

Members are invited to annually assess the performance of the Board regarding this job description and to perform other duties as needed.