

Example of a Job Description for Members of the Board Development Committee

This template is not intended as legal advice. Your organizational goals, purpose, values, and bylaws should drive the creation of this document.

Primary Responsibilities:

1. Forecast characteristics of new board members needed by the organization over the next 3-5 years to meet the organizational goals. This should include the networks the organization needs to access as well as diversity characteristics such as age, race, gender, profession, skill area, geographic location, etc.
2. Develop inventory of potential candidates and nurture their interest in the organization.
3. Identify and recruit new members needed this year. See that they are familiar and comfortable with the board job description.
4. Design and conduct orientation for new members (prior to attending their first meeting) or advise staff on fulfilling this function as appropriate.
5. Serve as mentors for new board members for their first year of board service.
6. Design and conduct a consistent board self-assessment. Propose action as a result of the findings.
7. Work with the board chair and leadership staff committee to design a board retreat to address needed areas of improvement/development of next year's board plan of action.
8. Conduct at least one training program during the next 12 months to help the rest of the board gain more knowledge about the work of the organization.

Optional Responsibilities: (Indicate those that apply)

- Contact board members when their attendance falls below expected levels.
- Conduct an annual assessment of the board chairperson. This normally is done for organizations that have a board chair who serves two-year terms.
- Develop additional skill-building training opportunities for the board or for individual members. Sometimes this just includes putting out notices of available training opportunities in the area.
- Help board members do their own individual performance assessment based on their "contract" or individual board job description.

I agree to be informed about and to observe the following board policies in our manual:

- Avoidance of conflict of interest
- Equal opportunity and avoidance of discrimination

Signed: _____ Date: _____

This description is adapted from a worksheet developed by Dr. Mary Steward Hall, Executive Master in Not-for-Profit Leadership Program, Seattle University.