

Example of a Job Description for Board Members

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

Roles and responsibilities:

1. Define and oversee the mission of this organization and keep it relevant to the needs of our community
2. Approve programs and services and monitor their effectiveness
3. Provide strategic guidance to the organization and the CEO/Executive Director
4. Ensure financial solvency and help raise resources
5. Select, support, and evaluate the CEO/Executive Director
6. Ensure continuous board improvement

As a member of this board, I commit to:

- Attending at least nine board meetings per year
- Participating in the board's annual retreat
- Participating in at least one board training event and an annual evaluation to identify ways in which our board can improve its performance
- Serving on one board committee (standing or ad hoc)
- Making an annual personal gift that is meaningful and significant
- Holding this organization to a high standard of performance and actively helping to make this a world class organization
- Understanding my roles and responsibilities and becoming sufficiently knowledgeable about our organization and its operations to make informed decisions
- Reading the materials sent to the board and coming prepared to board and committee meetings
- Arriving at meetings on time and staying for the full agenda unless I have otherwise notified the board or committee chair
- Asking for clarification on any matters or material that I do not understand before making a decision
- Listening carefully to other board members and staff with an open mind and an objective perspective
- Actively working towards those decisions and solutions that are in the organization's best interests (speaking with one voice)
- Respecting the confidentiality of the board's business

Optional Responsibilities:

I agree to do one of the three items listed while serving my board term:

- Participating in at least one fundraising opportunity
- Speaking the message of this organization publicly at my other civic meetings, i.e. Rotary, Chamber of Commerce, Elks
- Volunteering in a community-wide project as part of our organization's team

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
- Enrollment in board liability insurance program

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.