

Example of an Effective Job Description for Board Members

Expectation of hours per year: xxx

Tools to guide the process:

- Bylaws
- Core ideology (core purpose/core values)
- Strategic and annual plans

Roles and responsibilities of a high performing board:

1. Articulate and live the purpose, values of the organization and guide the organization in achieving its goals
2. Define organizational performance measures and strategically monitor effectiveness
3. Provide strategic guidance to the organization and the chief executive officer
4. Ensure financial solvency and resiliency (Approve, oversee, conserve, enhance annual budget)
5. Help to raise resources
6. Select, support, partner, and evaluate the chief executive officer/Executive Director
7. Engage in strategic succession planning to ensure mission continuity
8. Ensure continuous board improvement
9. Partner for mission and community impact
10. Be an ambassador and advocate with the voice of the mission

As a member of this board, I commit to:

- Attend at least 9 of 12 board meetings per year
- Participate in the board's annual retreat
- Participate in at least one board training event and an annual evaluation to identify ways in which our board can improve its performance
- Serve on at least one board committee (standing or ad hoc)
- Make an annual personal financial donation that is meaningful and significant to me
- Hold this organization to a high standard of performance and actively helping to make this a world class organization
- Understand my roles and responsibilities and becoming sufficiently knowledgeable about our organization and its operations to make informed decisions
- Read the materials sent to the board and come prepared to board and committee meetings
- Arrive at meetings on time and stay for the full agenda unless I have otherwise notified the board or committee chair
- Ask for clarification on any matters or material that I do not understand before making a decision
- Listen carefully to other board members and staff with an open mind and an objective perspective
- Actively work towards those decisions and solutions that are in the organization's best interests

Optional Responsibilities: I agree to do 1 of the 3 items listed each year:

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

I agree to be informed about and to observe all state, federal, local laws and all board policies in our manual. In particular I will

- Avoid and/or declare all conflicts of interest
- Support equal opportunity and avoid all forms of discrimination
- Respect the confidentiality of the board's business
- Ensure the organization carries board liability insurance

Signed: _____ Date: _____