



# JOB DESCRIPTION: BOARD MEMBER

## ***Responsibilities***

The board as a whole has the responsibility for governing the entire organization. The board is responsible for determining agency policy in the following areas: Human Resources, Planning, Finance, Development, Community Relations and Operations.

## ***Board members share responsibilities in these key areas:***

### **Leadership/Human Resources**

1. Board membership, which includes recruiting and orienting new board members, training, evaluating and recognizing existing board members and providing board members with opportunities to grow and develop as leaders.
2. Selecting and supporting the Executive Director, including reviewing performance regularly and providing on-going assistance as requested by the Executive Director.
3. Personnel policies, which include setting policy regarding salaries, benefits and grievance procedures.
4. Volunteer involvement, which includes setting policy regarding how the organization treats, recognizes and celebrates its volunteers.

### **Strategic Planning**

1. Set and review the organization's mission and goals on an annual basis.
2. Plan for the organization's future, on a long-term and short-term basis.
3. Decide and plan which projects and programs the organization will provide.
4. Evaluate the organization's programs and operations on a regular basis.

### **Financial Management**

1. Ensure financial accountability of the organization.
2. Oversee an ongoing process of budget development, approval and review.
3. Manage and maintain properties and investments the organization possesses.

### **Resource Development**

1. Ensure adequate resources to achieve the organization's mission and implement the organization's programs and projects.
2. Participate in fundraising activities based on the individual's skills and background.



# JOB DESCRIPTION: BOARD MEMBER (CONTINUED)

## **Community Relations**

1. Ensure that the organization's programs and services appropriately address community/constituents needs.
2. Promote the organization to the general public, including serving as an emissary of the organization to the community.
3. Promote cooperative action with other organizations, including activities and occasions when the organization should take part in coalitions, joint fundraising, etc.

## **Operations**

1. Ensure that the organization's administrative systems are adequate and appropriate.
2. Ensure that the board's operations are adequate and appropriate.
3. Ensure that the organizational and legal structure are adequate and appropriate.
4. Ensure that the organization and its board members meet all applicable legal requirements.

## ***Requirements for Board Service***

- ✦ A demonstrated interest in the organization's mission and goals.
- ✦ Specific experience and/or knowledge in at least one area: Human Resources, Planning, Finance, Development, Community Relations, or Operations.
- ✦ Representative of a key aspect or segment of the population of the community.
- ✦ A willingness to expand knowledge or board responsibilities through orientation and ongoing training.
- ✦ A willingness to represent the organization to the community.
- ✦ Six to ten hours per month, distributed approximately as follows:
  - 3-4 hours Board meetings (preparation and attendance)
  - 2-3 hours Committee meetings (preparation and attendance)
  - 1-3 hours Special requests
- ✦ A willingness to participate in board fundraising activities and make a financial contribution to the organization to the best of one's ability.