

# Board Member Job Descriptions



## PURPOSE

The board job description is used to recruit new board members, to remind current board members of their role and responsibility to the organization, and in some cases, to let board members go who cannot discharge their board responsibilities. Therefore, the board member job description should be signed and dated, a copy kept in the board member's notebook, and another copy kept on file.

## INSTRUCTIONS

Distribute a copy of this handout to each individual at your next board or governance committee meeting. Take 10 minutes and ask everyone to thoughtfully answer the questions. After the meeting, compile and summarize the answers for review at the following meeting.

## FOLLOW-UP

Use the compiled answers from this exercise to create a draft of your board member job description. When complete, the draft should be presented at a board meeting for comment and adoption. At that point, everyone can sign and date their job description and keep them for future reference.

# Board Member Job Descriptions



## Step 1 - Take a moment to think about your responsibilities as a board member.

What are your responsibilities as a board member? What activities are you expected to participate in?

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Actively participate in the governance of the nonprofit by making informed decisions | <input type="checkbox"/> Provide financial oversight                                     | <input type="checkbox"/> Promote the organization in the community |
| <input type="checkbox"/> Prepare for board meetings   | <input type="checkbox"/> Help safeguard assets   | <input type="checkbox"/> _____                                     |
| <input type="checkbox"/> Review bylaws and policies and act in accordance                                     | <input type="checkbox"/> Review, approve and monitor the budget and financial statements | <input type="checkbox"/> _____                                     |
| <input type="checkbox"/> Serve on at least one committee  | <input type="checkbox"/> Participate in fundraising                                      | <input type="checkbox"/> _____                                     |
|   |  | <input type="checkbox"/> _____                                     |

## Step 2 - Take a moment to think about time commitment expectations.

What time expectations would you like board members to commit to?

- |   |   |
|---|---|
| • Meetings (including prep) _____ per month | • Retreat (including prep) _____ per year |
| • Committee work _____ per month            | • Events _____ per year                   |
| • Special projects _____ per month          | • Fundraising _____ per year              |
| • Other _____ per month                     | • Other _____ per year                    |

## Step 3 - Take a moment to think about what you expect financially from fellow board members.

Does it make sense for your organization to ask board members to contribute a certain dollar amount? What factors should be taken into consideration in making this decision?