

Board Job Description - Template

Member of Board of Directors: Job Description & Expectations

Position Description

Members of the X Board of Directors will support the organization's work and provide mission-based leadership and strategic governance. While day-to-day operations are led by our Executive Director, the Board-Executive Director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

About the Organization

[INSERT BLURB HERE]

Major Responsibilities

- Serving as a trusted advisor to the Executive Director as s/he develops and implements strategic plan
- Approving annual budget, audit reports and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Actively participating in Board meetings, which includes reviewing agenda and supporting materials prior
- Serving on committees or task forces and taking on special assignments
- Attend and participate in special events
- Contributing to an annual performance evaluation of the Executive Director
- Assisting the Executive Director and board chair in identifying and recruiting other Board Members
- Representing organization to stakeholders; acting as an ambassador for the organization
- Financially support organization with an annual gift in a manner commensurate with one's ability.

Length of Term

[INSERT BYLAWS HERE]

Meetings and Time Commitment

- The Board of Directors meets [XX] times per year at [Location]. Meetings typically last [XX] minutes.
- Committees of the board meet an average of [XX] times per year, pending their respective work agenda.
- Board members are asked to attend no more than [XX] special events or meetings per year, as they are determined.

Qualifications

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- A commitment to and understanding of community, preferably based on experience
- Savvy diplomatic skills and a natural affinity for cultivating relationships and building consensus among diverse individuals
- Personal qualities of [INSERT VALUES HERE]

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Board Contract - Checklist

Sample Contents

Board's Duty to Organization

- Fulfill legal and fiscal responsibilities
- Attendance at # of Board and/or committee meetings per year
- Annual personal financial contributions
- Participation at organizational events/fundraisers
- Recommendation of future board members
- Consequences for not meeting expectations outlined in contract

Organization's Duty to Board

- Timely, accurate reports on organization's finances and programs
- Opportunities to speak with the chief executive and/or Board president
- Collaboration on behalf of the chief executive and staff
- Expectation that organization will carry directors and officers' liability insurance
- Consequences for organization not meeting expectations

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Board Manual or Online Portal - Checklist

Sample Contents

- **Board**
 - Current Board of Directors Contact List, Bios, & Committee Assignments
 - Meeting & Event Schedule
 - Board Contract
 - Board Job Descriptions
 - Board Policies
 - Latest Minutes
 - Robert's Rules of Order (if followed)
- **Legal**
 - Bylaws & Articles of Incorporation
 - Latest Form 990
- **Background**
 - Vision, Mission, and Values Statements
 - History of Organization
 - Backgrounder (for making copies)
 - Current Staff List & Organizational Chart
 - Current Strategic Plan & Dashboard
 - Glossary of Terms & Acronyms
- **Financials**
 - Latest Form 990
 - Current budget
 - Current audit

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Board Meeting Evaluation – Template

Date of Meeting: _____

Please use the following scale: 5=Strongly Agree; 1=Strongly Disagree; N/A=Don't Know

	1	2	3	4	5	N/A	COMMENTS or SUGGESTIONS?
The meeting included a clear agenda, supported by necessary documents.							
Most board members were present							
Board members participated responsibly, prepared to discuss agenda and materials							
Board members avoided getting into administrative details							
A diversity of opinion was expressed and issues were dealt with respectfully							
Next steps were identified and responsibility assigned							
The meeting began and ended on time							
Meeting room was conducive to work							
ANY OTHER COMMENTS, IDEAS, SUGGESTIONS, OR QUESTIONS:							

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