

## Sample Board Member Job Description

[include organization's mission statement and/or background information]

### **Key Responsibilities**

#### ***Vision***

- Determine the mission, values and vision for the organization

#### ***Human Resources***

- Select, support and evaluate the Executive Director
- Recruit potential board members and volunteers

#### ***Finances***

- Manage resources effectively

#### ***Fundraising***

- Ensure adequate resources for the organization's operations
- Raise funds to meet the future goals of the organization

#### ***Policy***

- Establish policies which guide operational and program practice
- Ensure compliance with legal requirements

#### ***Public and Community Relations***

- Represent the organization in the community
- Speak and advocate for the organization and its mission

#### ***Organizational Development***

- Evaluate your work and the work of the board
- Plan strategically for the future of the organization

### **Expectations of Board Members**

1. Serve a \_\_\_\_\_ year term
2. Attend monthly board meetings
3. Attend an annual retreat
4. Actively work on one or more committees
5. Make a personal financial contribution based on your ability
6. Participate in special projects as needed
7. Demonstrate dedication and commitment to the organization's mission

Board members can expect to volunteer approximately \_\_\_\_\_ hours per month. If you have questions about serving on the board, please contact \_\_\_\_\_ (board chair or board development committee chair) at (telephone number), or \_\_\_\_\_ (Executive Director) at (telephone number)

Print on organization's letterhead with address.