

Sample Board Job Description

Adapted from *Great Boards for Small Groups*

by Andy Robinson, Emerson and Church, 2006

What board members provide	What board members can expect in return
1. I will give my best effort to “hit the ground running” when beginning my service with the board.	1. The organization will provide me with a full orientation, including background information on work accomplished to date.
2. I will learn about the organization’s mission and programs, and be able to describe them accurately.	2. The organization will provide me with relevant materials and education.
3. I understand that the board meets ___ times per year, plus one annual full-day retreat. I will do my best to attend each meeting, with the understanding that three consecutive unexcused absences will be considered resignation from the board.	3. I expect that board meetings will be well run and productive, with a focus on decision-making and not merely reporting. I understand that agendas will be distributed at least one week in advance. If I wish to add items to the agenda, I will contact the chair at least two weeks in advance.
4. I accept fiduciary responsibility for the organization and will oversee its financial health and integrity.	4. I expect timely, accurate, and complete financial statements to be distributed at least quarterly, one week in advance of the relevant board meeting. I also expect to be trained to read and interpret these financial statements.

<p>5. I will provide oversight to ensure that our programs run effectively.</p>	<p>5. I expect monthly reports from the executive director, program updates, press clippings, etc.</p>
<p>6. I accept ethical responsibility and will help to hold fellow board members and the executive director (and, by extension, the full staff) to professional standards.</p>	<p>6. The organization will provide me with relevant training.</p>
<p>7. I will serve as an ambassador to the community to educate others and promote our work.</p>	<p>7. I will need materials and may need training (public speaking, etc.) to do this job effectively.</p>
<p>8. I commit to increasing my skills as a board member.</p>	<p>8. The organization will provide me with appropriate training and support.</p>
<p>9. I will participate in fundraising to ensure that our organization has the resources it needs to meet its mission. I commit to making a personal donation; our organization will be one of the top three charities I support each year that I am on the board.</p>	<p>9. I will be able to choose from a range of fundraising activities, and I expect relevant training and support to help me fulfill my obligations. I will have the option of fulfilling my personal pledge in monthly or quarterly installments, if I so choose.</p>
<p>10. I will evaluate the performance of the executive director.</p>	<p>10. This evaluation will be based on goals developed jointly by the board and the E.D.</p>

Board member signature _____ **Date**

Board chair signature _____ **Date**