



Board Member Job Description

As a member of the [ORGANIZATION] Board of Directors, you assume responsibility for ensuring that the [ORGANIZATION] {MISSION STATEMENT}.

Service

Prepare for and attend board meetings as scheduled (about 10 per year).

Attend standing committee meetings of which you are a member and participate on ad hoc committees if appointed (number of meetings varies).

Attend the annual board strategic planning retreat.

Serve on a standing or ad hoc committee.

Attend and participate in [ORGANIZATION] events.

Assume leadership roles in board activities.

Policy & Planning

Participate in the development and establishment of policies through which the work of the [ORGANIZATION] is accomplished.

Ensure effective organizational planning by reviewing and approving annual work plans and long-range, strategic plans.

Finances

Determine fiscal policies for the [ORGANIZATION] which will ensure long-term financial stability and integrity.

Review and approve an annual budget.

Ensure that periodic audits of the [ORGANIZATION] finances are conducted.

Monitor finances regularly.

Development

Make a financial gift to the [ORGANIZATION] that is personally significant; see enclosed board pledge form.

Understand and support the [ORGANIZATION]'s fund development plans.

Participate in fund development efforts when appropriate.

Use every opportunity to heighten the profile of the [ORGANIZATION] in the community.



Personnel

As a body, hire, fire, supervise, and evaluate the president and CEO.

Review and approve personnel policies for the organization.

Community

Represent the [ORGANIZATION] in a positive and supportive manner to nonprofit organizations, the public and other stakeholders.

Identify stakeholder interests and build stakeholder investment.

Evaluation

Participate in the board's periodic assessment of its own performance and recommend improvement in such areas as composition, orientation, tenure, retention and responsibilities.

Integrity

Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest; or information of fact that would have significance in board decision-making.

Exercise the powers invested for the good of all members of the organization rather than for personal benefit, or that of the entity you represent.

Maintain the confidentiality of board processes and issues.

Respect the diversity of opinions as expressed or acted upon by the board, committees and membership, and formally register dissent as appropriate.

Be aware of ethical issues and act in an ethical manner.



Find additional resources in the Knowledge Center

www.ColoradoNonprofits.org/Knowledge-Center