

Board of Directors – Volunteer Job Description

Mission Statement:

[insert organizational mission statement here]

Collective Responsibilities:

As the governing body of the [organization name], the board is collectively responsible for:

- **Strategic Planning:** determine the organization's mission and purpose; approve overarching goals and objectives of all programs; monitor achievements and outcomes against those established goals;
- **Financial Accountability:** ensure that the organization is properly managed, that financial control systems are in place, and that proper judgment is used in all business and financial transactions;
- **Fund Development:** approve fund development goals and plans; participate in fundraising activities, especially in regard to identification and cultivation of prospective donors;
- **Public Relations:** work to advance the public image of the organization;
- **Appraising the Executive Director:** select, support and conduct an annual performance review of the executive director;
- **Maintaining the Board:** select, recruit and nurture new board members; develop and review the performance of board members; and assess its meetings and own performance as a board.

Individual Responsibilities:

In order to achieve these collective responsibilities, individual board members will be asked to:

- Attend a one hour orientation session upon election;
- Attend no less than 75% of regular board meetings (the board meets [insert frequency]);
(if a board member is absent from three consecutive regular meetings without excuse, that position on the board may be declared vacant by the chairman)
- Prepare for board meetings in advance by reviewing the pre-distributed materials in order to facilitate the board's approval of a consent agenda;
- Review board updates, which are distributed during month's without a board meeting;
- Serve on at least one standing committee ([list standing committees]);
- Make introductions to prospective donors;
- Secure their businesses' contribution to the annual campaign (if applicable);
- Attend all organizational sponsored events (e.g. [insert list of annual events]);
- Make a personally significant contribution to the Fund's annual campaign;
- Identify and disclose any potential conflicts of interest;
- Respect the confidentiality of organizational information;
- Assist with special projects as requested by the the chairperson or executive director.

Term of Service:

3 years (with the option of serving an additional 3 year term, if so desired)

Average Time Commitment:

- Directors = 2 hours per month
- Committee Chairs = 3 hours per month
- Officers = 4 hours per month
- Chairperson = 5 hours per month