

Sample Board Member Job Description

QUALIFICATIONS

- Unbridled enthusiasm and contagious passion for the mission and vision of Your Nonprofit
- Able to avoid conflicts of interest, and honor confidentiality
- A reputation for integrity, the ability to keep commitments, and willingness to learn
- Emotional maturity with ability to build team spirit and lead by example without micromanaging
- Representative of a diverse part of the community and able to influence that community
- Able to dedicate time to work with a committee, and able to encourage others to do so
- Able to contribute financial resources and enthusiastic about encouraging others to give
- Ability to interpret a financial report and make long-range plans for growth
- Able to attend at least one leadership training event each year of your term
- Good communication skills, flexibility, and a sense of humor

LEGAL DUTY OF CARE -- making informed decisions

- **Attend** board meetings, **attend** training workshops, **visit** other nonprofits, and **read** Your Nonprofit's publications to become well educated about the organization, so you can make informed policy decisions
- **Determine** Your Nonprofit's vision, mission, and long-range plans, and monitor their success

LEGAL DUTY OF LOYALTY -- maintaining accountability

- Do things in Your Nonprofit's best interest (not your own) to ensure that its affairs are conducted legally and responsibly, in **confidentiality**, with no **conflict of interest**--financial *or* personal agenda
- Maintain the **property** of the agency in a reasonable state of repair
- Encourage **staff** development to ensure effective stewardship of abundant community resources
- Employ, evaluate, and nurture the **chief executive**, who employs and evaluates other staff

LEGAL DUTY OF OBEDIENCE -- assuring health and growth

- **Serve on a committee** to ensure the board's policies and procedures are implemented. Committee expertise is a critical factor in being able to provide good governance.
- **Secure the funds** necessary to finance Your Nonprofit's operations, by giving money and by raising money. (Giving time does not equate to giving money and if only a few members do all the fundraising, resentments are bound to grow. Each member should be able to make an annual financial contribution and participate in one fundraising event a year.
- **Be responsible** to the Board of Directors Chair and the Executive Director (as the board's elected and assigned representatives), once the Board meeting adjourns.
- When Board consensus is reached on a policy, **be openly supportive**, even if you disagreed during approval process. If you cannot morally support Board actions or policies once approved, you should resign: ongoing contention is contrary to the public trust. (Resignation should be in writing to the chair and the board of directors. Otherwise, you can be held liable for board actions if Your Nonprofit's is sued.)