

(Name of Organization)
Board Member Job Description

GENERAL DUTIES:

A member of the Board of Directors of the _____ is expected to participate in all the essential duties of the collective board including:

- Ongoing development of the mission, vision, and major goals for the _____; and to participate in the planning necessary to ensure implementation of the mission, vision and major goals.
- Development and approval of policies that ensure the success of the _____.
- Selection and supervision of the Executive Director, including annual performance reviews.
- Providing for adequate resources to operate the _____ and overseeing the effective management of those resources.
- Monitoring and strengthening the _____ programs and activities.
- Enhancing the _____ public standing whenever possible.
- Ensuring the legal and ethical integrity of the _____.

INDIVIDUAL RESPONSIBILITIES:

- Complete an orientation for new board members and other board development trainings as necessary.
- Attend and participate in a minimum of 75% of regular board meetings.
- Devote a minimum of 10 hours per month to _____-related duties and activities.
- Serve as an active member of at least one standing committee of the _____.
- Serve as an advocate for the population that the _____ serves and for the organization in general.
- Participate in the fundraising activities of the _____ in a manner consistent with the board member's skills and abilities.
- Make an annual financial contribution to the _____ that is commensurate with the resources of the board member.