



BOARD MEMBER JOB DESCRIPTIONS: A CHECKLIST

PURPOSE OF A JOB DESCRIPTION

Serving on a board of directors is a lot of work! It's technically not a "job" but it comes with a great deal of responsibility and requires commitment. In order for board members to fully invest their time and energy to an organization they first need to know what they are signing up for.

In addition to a job description, new board members should participate in a thorough onboarding or orientation process. Also useful is a board member contract or agreement that is reviewed and signed each year along with the organization's conflict of interest policy.

WHAT'S INCLUDED IN A BOARD MEMBER JOB DESCRIPTION?

- Term limits - length of commitment
- Overview of the legal responsibilities of the Board of Directors including;
 - Responsibility for establishing policies and setting the mission/vision of the org
 - Policy development and strategic direction
 - Hiring and evaluation of the Executive Director
 - Financial oversight and approval of budget
- Key roles and expectations of each Board Member such as;
 - Commitment to the organization's mission
 - Familiarity with the programs and services
 - Regular attendance at board meetings
 - Awareness of key issues and developments in the industry
 - Adherence to the conflict of interest policy
- Monthly time commitment (estimate)
- Fundraising expectations and personal financial commitment
- Role in committees



The Nonprofit Strategy Group