

Sample Board Job Description

The Members of the Board of Directors are responsible for the governance of the organization. This includes:

1. Insuring that the organization operates in a way consistent with its mission.
2. Making policies and plans to ensure the operational security of the association, and monitoring program performance and impact.
3. Overseeing compliance with laws and regulations and fulfillment of contractual obligations.
4. Financial oversight including developing a budget, managing the organization's funds, approving a fundraising strategy and monitoring its effectiveness.
5. Selecting, monitoring, and evaluating staff and contract personnel.

Board members are expected to attend all regularly scheduled meetings and meetings called for a special purpose unless personal circumstances prevent their presence.

In addition to meetings of the full board, standing or ad hoc committees may be formed and board members are expected to participate in ways to assist the organization lending their time and expertise.

Each board member is expected to make a personally significant contribution of their time and money to the organization each year and to participate in the organization's fundraising as appropriate to the individual, such as volunteering at events and acting as an ambassador for the organization.

Sample Board Roles and Responsibilities

The board is not only the group of volunteers who do the work, but are also responsible for the organization's leadership and legal requirements. Their responsibilities include:

1. Making sure that enough **money** is raised to operate its programs and that the money is handled responsibly.
2. Keeping the organization **legal and safe** by obtaining proper licenses, insurance and filing necessary tax and reporting forms.
3. Making decisions for the **strategic direction** of the organization in the upcoming years.
4. **Reporting** to its donors and constituents, and maintaining the good reputation of the organization.
5. Finding and hiring the **right help** and expertise when it is needed.
6. Identifying **new board members** and planning successors for departing ones.
7. **Getting the work done** through their own efforts and managing the efforts of others.
8. **Organizing volunteers** to get the work done.
9. Being **ambassadors** for the organization.
10. Providing a **positive environment** of commitment, accountability and integrity.

Sample Board Code of Conduct

Board members must represent the interests of the organization above personal interests, and must not allow membership on other boards or groups to supersede the role of a board member of this organization.

Individual board members should act only as a full board and not unilaterally unless instructed by the full board to do so.

Individual board members should only speak for the full board when the full board has sanctioned their doing so. Typically the board president and the executive director are authorized to speak for the organization. It is not appropriate to speak to the media independently.

Individual board members must support the decisions of the full board in public, even if they disagreed when those decisions were made. Should they feel so strongly about an issue that they feel they must speak out publicly, they must leave the board and work for change from the outside.

Individual board members will keep their hands on the organization, but not in it. This is done through appropriate performance monitoring by the board.

Individual board members will recognize the board's continuing need for ongoing leadership development and play an active role in the process of identifying potential new board members.