**Sample Nonprofit Board Member Job Description**



## Instructions:

## Below is a sample board member job description. You will want to update the specific information to reflect your organization (e.g., board terms, number of meetings per year, estimated hours per month, etc.)

## Organization Mission: [Insert mission statement here.]

## Position Summary: The Board contributes to the mission of [insert organization name] by providing mission-based leadership and strategic governance. The Board ensures it carries out its fiduciary duties and fulfills five key roles for the organization: 1) Lead strategically, 2) Ensure financial stability, 3) Be an ambassador, 4) Support and supervise the Executive Director, and 5) Ensure healthy governance.

## Responsibilities: Each individual board member contributes to the full board in fulfilling its major duties. Some of the work below may be carried out by specific board members or committees, but each individual board member has the responsibility to ensure the full board carries out the following roles and duties:

## ⮚ *Lead Strategically*

## Become knowledgeable about the activities and business of the organization.

## Help develop and communicate the organization’s strategic direction, goals, and plan.

## Monitor outcomes related to stated goals and strategies and revise as needed.

## Assist organizational leadership in anticipating and navigating change.

## ⮚ *Ensure Financial Stability*

## Approve the organization’s annual budget.

## Regularly review and understand the organization’s financial statements and assess the organization’s financial position; ask questions to improve understanding of the financial statements.

## Ensure financial reporting requirements are compliant with state regulations, including 990 filings, audits, and registration with the Secretary of State and Attorney General.

## ⮚ *Be An Ambassador*

## Represent the organization in the community. Cultivate relationships from personal and or professional networks that support the organization’s mission.

## Participate in fundraising efforts.

## Attend events and fundraisers, act as an ambassador, and volunteer to assist in activities when available.

## ⮚ *Support and Supervise the Executive Director*

## Select, set compensation for, and annually evaluate the performance of the Executive Director.

## Act as a trusted advisor to the Executive Director, ensuring they have the moral and professional support they need to further the organization’s goals.

## Ensure an emergency and long-term succession plan is in place for the Executive Director

## ⮚ *Ensure Healthy Governance*

## Recruit and orient new board members.

## Develop a plan for board succession and officer leadership.

## Review bylaws and maintain compliance with all legal requirements, conflict of interest policies, and other guiding documents. Review policies annually and update as needed.

## Partner with the Executive Director to ensure Board resolutions are carried out.

## Be prepared for and attend all board meetings.

## Conduct a self-evaluation that allows board members to improve their governance practices.

## Desired Qualities:

* Commitment to organization’s mission and values
* Open-minded and forward thinking
* Works well with a wide range of people
* Demonstrates listening skills along with a willingness to share ideas
* Specific professional or lived experience relevant to the organization’s needs
* Capacity to commit to at least three hours per month to the organization, with additional time required on occasion.

## Length of Term: Three years, which may be renewed up to a maximum of two consecutive terms, pending approval of the board.

## Time Commitment: The estimated time commitment for board members is, on average, 4 hours per month.

## Service on Committee Required: Yes. Each board member is expected to serve on at least one committee or task force or take on a special assignment.

## Financial Contribution Required: Yes. Board members are expected to donate to the organization during the annual fund campaign in December. Board members are expected to give a financial gift that is meaningful for them. 100% board participation in the annual fund campaign is expected.

## Meetings and Schedule:

* The Board meets the third Thursday of the month, from 5:00 – 7:00 PM, in person at the organization’s office located at [insert address].
  + Meetings are extended on occasion, with notice, and additional board sessions may be added as needed during the year.
  + Board members are expected to attend at least 10 of the 12 board meetings per year.
  + Board members are expected to review materials prior to the board meeting.
* Board committees meet for one hour per month. Committee meetings follow a consistent schedule based on committee member availability. may be in-person or virtual, depending on the committee’s preference.
* Board members are asked to attend the organization’s events.
* Board members may be asked to provide support outside of meetings such as advising the Executive Director on an issue, being an ambassador, writing donor thank you notes, or other tasks related to their role.

[Organization name] provides directors and officers insurance for all board members.