

**Sample Nonprofit Board Officer Descriptions**



**Board Member Job Description**

**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 (ED), and 5) Ensure healthy governance.

**Major 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 the annual conference and fundraisers, act as an ambassador, and volunteer to assist in activities.
* *Support and Supervise the Executive Director*
  + Select, set compensation for, and annual evaluation the performance of the Executive Director.
  + Act as a trusted advisor to the ED, ensuring they have the moral and professional support they need to further XXX’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 ED to ensure Board resolutions are carried out.
  + Be prepared for and attend all board meetings.
  + Serve on committees or task forces and take on special assignments as needed.
  + Conduct a self-evaluation that allows board members to improve their governance practices.

**Board Officer Job Descriptions**

Officers of the nonprofit board of directors typically consist of the Chair, Secretary and Treasurer. Legally, nonprofit organizations must have at least three board members, with the Chair and Treasurer roles filled by a board member. The officers are members of the board of directors (carrying out the duties above) make up the Executive Committee, which can also include board members. Officers are often elected by the board of directors and as the Executive Committee, guides and coordinates the board’s governance activities and engagement. Descriptions for the officer positions are provided below.

## Board Chair

**Position summary:** The chair of XXX’s Board of Directors has all the responsibilities of a board member and leads the overall Board of Directors in fulfilling the board’s roles in governing the organization.

**Major Responsibilities:**

* Set the tone for the board and serve as a role model for board members.
* Chair meetings of the Board, ensuring meetings are facilitated to encourage effective and equitable participation of board members. If the Chair is not able to attend a board meeting, they arrange for the Vice Chair to facilitate the meeting.
* Chair the Executive Committee.
* Develop board and Executive Committee meeting agendas with the Executive Director.
* Meet regularly with the Executive Director to discuss issues confronting the organization and to serve as a thought partner with the Executive Director.
* Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
* Appoint the chairpersons of committees, in consultation with other Board members.
* Serve as ex officio as a member of committees and attend their meetings when invited.
* Work with the Executive Director to ensure a flow of information to and from the Board.
* Ensure the board conducts an annual performance evaluation of the Executive Director and the board’s effectiveness in carrying out its roles.
* Perform other responsibilities assigned by the Board.

**Length of Term:** Two years, which may be renewed for one additional two-year term if the officer is still eligible to serve on the board, pending approval of the board. Officers may be re-elected to the position after taking off at least one term from the officer role.

**Time Commitment:** Three hours per month on average in addition to the time committed for general board duties (3-4 hours), for a total board commitment of 6-7 hours per month.

## Vice Chair

**Position summary:** The Vice Chair of XXX’s Board of Directors has all the responsibilities of a board member, performs the duties of the Chair when the Chair is not available, and serves as the Chief Engagement Officer and key insider for the board.

**Major Responsibilities:**

* Serve on the Executive Committee.
* Aid the Chair in the performance of their duties.
* Preside at meetings of the Board and the Executive Committee in the absence of the Chair.
* Serve as Chief Engagement Officer for the board to support the ongoing engagement of individual board members. This could include, checking in with absent board members, conducting a 1:1 meeting with each board member at least once per year, and supporting the Chair in supporting the overall engagement of board members.
* Keep the board informed on what’s happening at XXX by sending updates, upcoming events, and other newsworthy items as shared by a key staff contact.
* Meet or communicate once per month with the Community Outreach Director or Executive Director to gather key updates on the organization for the purpose of sharing these updates and happenings with the full board on a monthly basis.
* Succeed to the presidency role until the next regular election if the Chair cannot serve out their term.
* Lead special projects when assigned.

**Length of Term:** Two years, which may be renewed for one additional two-year term as long as the officer is still eligible to serve on the board, pending approval of the board. Officers may be re-elected to the position after taking off at least one term from the officer role.

**Time Commitment:** Three hours per month on average in addition to the time committed for general board duties (3-4 hours), for a total board commitment of 6-7 hours per month.

## Vice Chair

**Position summary:** The Secretary of XXX’s Board of Directors has all the responsibilities of a board member and maintains the records of the board.

**Major Responsibilities:**

* Serve on the Executive Committee.
* Responsible for keeping board records and ensuring minutes are taken at each meeting and recorded.
* Ensure minutes are distributed to members following each board meeting.
* Is sufficiently familiar with legal documents (bylaws, articles of incorporation, policies, etc.) to note applicability during meetings.
* Other duties as assigned by the board.

**Length of Term:** Two years, which may be renewed for one additional two-year term as long as the officer is still eligible to serve on the board, pending approval of the board.

**Time Commitment:** Two hours per month on average in addition to the time committed for general board duties (3-4 hours), for a total board commitment of 5-6 hours per month.

## Treasurer

**Position summary:** The Treasurer of XXX’s Board of Directors has all the responsibilities of a board member and leads the financial oversight responsibility of the board.

**Major Responsibilities:**

* Serve on the Executive Committee.
* Be knowledgeable about the organization’s finances and financial business model and communicate this information to the board.
* Ensure the organization maintains complete and accurate accounts of receipts and disbursements in books belonging to XXX.
* Report financial results (prepared by staff) and the overall financial condition of the organization at regular board meetings and when requested.
* Advises in development of the annual budget.
* Ensure financial compliance requirements are met (e.g., annual 990 and annual Attorney General filing).
* Support the organization’s audit process.
* Lead the development and review of the organization’s financial policies.
* Serve as an advisor to the Executive Director and finance staff.
* Serve as a signatory for investment account changes.
* Sign payroll, checks, and other financial documents when the Executive Director is out of office.
* Chair the Finance Committee when one exists.

**Length of Term:** Two years, which may be renewed for one additional two-year term if the officer is still eligible to serve on the board, pending approval of the board.

**Time Commitment:** Two hours per month on average in addition to the time committed for general board duties (3-4 hours), for a total board commitment of 5-6 hours per month.

*Our team compiled these job descriptions as a convenience to nonprofit leaders. They are is sourced from some of our own experiences, resources, trainings, and some of our favorite, publicly-available resources including:* [*BoardSource*](https://boardsource.org/)*,* [*BoardEffect*](https://www.boardeffect.com/)*,* [*Hurwit & Associates*](https://www.hurwitassociates.com/)*,* [*Bridgespan*](https://www.bridgespan.org/)*,* [*National Council of Nonprofits*](https://www.councilofnonprofits.org/)*, and more.*