

Generic Board Member Position Description

The board of directors is responsible for setting policies for the organization, Executive Director oversight including hiring, supervising and evaluating the Executive Director, fund raising and fiduciary responsibility to ensure the organizations long-term success and sustainability.

Individual responsibilities may include:

- Attend orientation session to become familiar with the organization's mission, value and vision, by- laws, budget, programs and services to the community.
- Attend the board's regular meetings, offering informed, independent opinions on matters facing the organization. Complete action items between meetings. Commit to understand topics covered at missed meetings.
- Review critically and understand the financial statements provided regularly and ensure maximized use of resources provided by funders and the community.
- Serve on board committees, attend committee meetings, assist with committee reports to board, and help with committee projects. Committees may include Fund Raising, Board Recruitment/Development, Human Resources, Advocacy and Audit/Finance.
- Develop and maintain an ongoing understanding of the organization's needs, assess external environment and trends and participate in strategic planning for the future. Focus on expected outcomes.
- Undertake special tasks (short term projects, committees, attend meetings with funders) enthusiastically.
- Help identify potential board members and assist with the recruitment of nominees to serve in the future.
- Represent the organization in the community when appropriate. This may include giving presentations at civic meetings, attending organization and fundraising events, etc.
- Assist the organization in gaining needed community support, financial resources and access by exercising personal and professional contacts whenever appropriate or possible.
- Accept a leadership position on the board as experience and time allows including officer positions, committee leads and mentoring new board members.
- Make an annual personal financial contribution at a level meaningful for you or at the level designated by established board guidelines.