

BOARD OF DIRECTORS

Sample Job Description

adopted by Board of Directors, 00/00/20XX

General Statement of Responsibility: The Board of Directors has legal responsibility for all activities of fill in your organization's name. They are responsible for determining agency policy in human resources, planning, finance, community relations, and organizational operations.

Specific Responsibilities:

1. **Planning:** Establish and evaluate success of organization's mission, vision, long-term goals, short-term objectives, annual activities and annual budget.
2. **Financial Resources:**
 - A. Ensure financial accountability of the organization to members, donors and governmental agencies.
 - B. Oversee the ongoing process of budget development, review, approval and evaluation.
 - C. Ensure that adequate funds are raised to support the organization's policies and programs. Participate in and support fund raising activities.
 - D. Ensure proper protection and maintenance of organization's real property, equipment and investments.
3. **Human Resources:**
 - A. Assist the activities of the board Development Committee's board recruitment procedures.
 - B. Hire and evaluate performance of the Executive Director.
 - C. Establish and periodically review and update Personnel Policies including administration of employee salaries and benefits.
 - D. Set policy regarding, and assess success in recruitment, utilization and recognition of volunteers.
4. **Community Relations:**
 - A. Ensure that the organization's programs and services appropriately address the community's needs.
 - B. Assist and participate in marketing of the organization's services and programs.
 - C. Ensure effective public relations, including service as emissaries of the organization in the community.
 - D. Oversee cooperative action of the organization in coalitions, joint fund raising, etc.

Minimal Job Requirements:

1. Attend at least 70% of the meetings of the Board of Directors held annually.
2. Serve on at least one committee of the board and attend at least 70% of its meetings.

3. Ensure that the organization's administrative systems, board operations and organizational structure are adequate and appropriate.
4. Participate in and financially support ongoing fund raising programs.

Knowledge/Skills Required:

1. A demonstrated interest in the organization's mission and goals.
2. Specific knowledge/experience in, and willingness to offer assistance in at least one of the following areas: not-for-profit organization management, human resources management, strategic or operational planning, finance, accounting, law, funds development, community relations, and related activity.
3. A willingness to expand knowledge of board responsibilities through orientation and ongoing education.
4. Willingness and ability to donate six to ten hours a month to the organization by preparing for and attending board and committee meetings and assisting in execution of board-authorized activities.