

MEMBER, BOARD OF DIRECTORS JOB DESCRIPTION

Position

Member, Board of Directors

General Statement of Duties

The primary responsibilities of the (*name of program*) Board of Directors include setting policy; hiring, firing and evaluating the Executive Director; evaluating the program; representing (*name of program*) in the community; and giving and raising money. The Board works closely with the Executive Director to ensure program effectiveness, quality and integrity.

Examples of Duties

- Develop and implement plans for fundraising;
- Review and approve budgets to ensure financial solvency;
- Approve program plans and authorize implementation of new or modified programs;
- Develop short- and long-range plans;
- Evaluate the effectiveness of the organization in fulfilling its mission;
- Provide guidance to the Executive Director;
- Establish Board objectives and monitor degree of achievement;
- Represent our program to the public, including sources of financial support;
- Communicate public needs and interests to our program;
- Fulfill legal responsibilities by adhering to applicable federal, state and local laws in governance of our program;
- Establish and update required policies;
- Actively serve on at least one committee and participate in decision making by attending Board meetings;
- Nominate and elect new Board members;
- Meet minimum financial commitments set by the Board;
- Assist with special program projects; and
- Participate in all fundraising events.

Hours

Meetings are held on (*day*) from (*X a.m. to X a.m.*). They are held at (*meeting location*).

Qualifications

Our Agency strives to maintain a variety of skills and talents on the Board. Examples of qualifications sought include excellent organizational skills, management background, knowledge of local community and resources, outstanding communication skills, ability to work well with a wide spectrum of people, creative thinker, self-starter, budget/financial/fundraising experience, public relations background and human resources expertise.