

Sample Job Description for Non Profit Board Members

General Responsibility: Every 501©3 nonprofit has a Board. This board is responsible for making sure the organization is effective and financially sound. Specific responsibilities include:

1. Board members are **legally responsible** for making sure that money is being raised and spent in a responsible manner. This means that board members must create or approve a budget that they fully understand and must review income and expenses on a regular basis. In some cases, this means that the people who handle the money should be bonded. The Board is responsible for making sure the organization has adequate insurance and an annual audit (often required by funders.)
2. Board members are responsible for making sure the organization is **well managed**. Board members have the authority and responsibility to hire and fire the coordinator. They also must make sure that the coordinator has what she/he needs to do the job, and is supported, held accountable and evaluated on a regular basis.
3. Board members are responsible for **raising funds** for the organization. While some fundraising work may be given over to staff, the Board is responsible for creating and approving the budget and for insuring that the budget is raised. Each Board member should consider making a direct personal contribution to the budget. Each Board member must also be willing to participate in fundraising activities.
4. Board members are responsible for **creating the organization's identity**. This means that Board members need to develop or support the organization's mission, make decision about program directions, and take part in long-range planning.

Personal Responsibility: Every Board should include a diverse group of people who bring a wide and diverse range of life experience, work, wisdom and wealth to the organization. Board members typically have at least six specific responsibilities:

1. Board members must be willing to make a **philosophical or emotional commitment** to the organization. In other words, Board members must believe in the mission of the organization and help shape or support the vision behind that mission.
2. Board members must be willing to come to Board and committee meetings and actively participate. Board members must be willing to make a **time and energy commitment**.
3. Board members must be willing to make a **financial commitment**. Every Board member does not have to contribute at the same level; obviously some can give far more than others can. But everyone can give something. One hundred percent of the Board needs to financially support the work of the organization. Asking the community to give when Board members have not makes the organization less the credible.

4. Board members should bring some special talent, skill, knowledge, contact or other **contribution to the work of the board**. This can include experience in the community being served, extensive board experience, energy and enthusiasm for the work of the organization, willingness to learn board skills, or technical skills such as legal or public relations know-how.
5. Board members should bring themselves to the work of the Board. They must have a desire to serve and be willing to share their ideas, experiences, feelings, insights, fears, questions, etc. They must be willing to **read the organizations materials, ask questions**, think things through, make suggestions, and express honest feelings.
6. Board members must see themselves as **facilitators for the organization**, providing support to staff and other Board members. They must be open to working with other people, respecting new ideas, and taking reasonable risks.

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