

Board of Directors Job Description

Responsibilities of the Board of Directors

I. Governance and Policy Creation

- a. Establish, articulate, and promote the mission and vision of (ORGANIZATION).
- b. Ensure that (ORGANIZATION) policies, procedures and practices are in compliance with federal and state law, relevant agency regulation, the Articles of Incorporation and the Bylaws of (ORGANIZATION).
- c. Establish and oversee committees of the Board of Directors. Develop broad policies to guide (ORGANIZATION).
- d. In all of its activities, the authority of the Board of Directors rest in the Board as a whole and not in its individual members.

II. Stewardship

- a. Act as fiduciary and guardian of all (ORGANIZATION) assets
- b. Develop and approve the budget.
- c. Review and analyze financial reports to determine effectiveness of expenditures to meet the mission of (ORGANIZATION) and make recommendations for improvements.
- d. Develop and approve financial planning and investments.
- e. Ensure the highest level of financial accountability and transparency through the development of policies and procedures that reflect best practices for nonprofit management.
- f. Honor the good will of donors by ensuring that (ORGANIZATION) resources are utilized to achieve the charitable aims of (ORGANIZATION) in an effective and efficient manner.

III. Builder

a. Board

- i. Take leadership in strategic planning both in the creation and implementation of the strategic objectives.
- ii. Provide for self-sustainability through identification, cultivation and education of new Board members.
- iii. Conduct regular self-assessment and education activities.
- iv. Evaluate the performances of the Board officers and committee chairs.

b. Financial Resources

- i. Secure the resources necessary to fund the mission of (ORGANIZATION).
- ii. Establish fundraising goals and objectives.
- iii. Provide planning and oversight for the achievement of these goals.
- iv. Participate as appropriate in raising the annual operating and capital funds needed by (ORGANIZATION)

IV. Ambassador

- a. Promote and protect the image of (ORGANIZATION).
- b. Serve as a respected representative of the organization.
- c. Seek out opportunities to tell others about the mission, vision and work of (ORGANIZATION).
- d. Help to productively involve others in the work of (ORGANIZATION).

V. Operational Leadership

- a. Recruit, hire, evaluate and, if deemed necessary, replace the chief executive officer and top management.
- b. Establish and regularly evaluate executive compensation.
- c. Identify and/or develop programs and partnerships that fulfill the mission of (ORGANIZATION).
- d. Establish and oversee policies, procedures and agreements with partners and program leaders that enable (ORGANIZATION) to maintain the highest level of transparency, accountability and effectiveness in fulfilling its mission.
- e. Serve as the final court of appeals for staff members and other groups or individuals who disagree with decisions of the administration

Responsibilities of Individual Members of the Board

I. Each member of the Board of Directors shall:

- a. Serve (ORGANIZATION) to the best of his or her ability by giving ample time, care and consideration in the performance of his or her duties as Director.
- b. Accept the responsibilities described above (“Responsibilities of the Board of Directors of (ORGANIZATION)”) and will actively participate in fulfilling these duties.
- c. Act and make decisions that are in the best interests of (ORGANIZATION) without consideration of personal, business or private interest.
- d. Ensure that important issues are brought to the board, be willing to challenge other’s positions, vote according to his/her conscience and be willing to work with fellow board members in a spirit of cooperation
- e. Maintain the confidential nature of Board deliberations
- f. Serve on at least one committee.
- g. Familiarize him/herself with the programs and operations of (ORGANIZATION) and, as able, will participate in on-site program evaluations to gain greater understanding of the work of (ORGANIZATION).
- h. Participate in the fundraising efforts of (ORGANIZATION), including regular, personal financial contributions made in accordance with the individual ability
- i. Identify and cultivate potential donors and new Board of Directors members within his or her sphere of influence and in the wider community. A director will provide suggestions

for the development of new sources of income and/or Board of Directors members for the organization

- j. Serve as ambassador for (ORGANIZATION), seeking to protect, preserve and promote the image and work of (ORGANIZATION).
- II. Each Director will be provided regular financial and other reports relating to the health and status of (ORGANIZATION).
 - III. Each Director can expect prompt and thorough answers to questions as needed to fulfill his or her legal, fiduciary and moral obligations to (ORGANIZATION).

Committees of the Board of Directors

In order to better perform its duties and fulfill its mission, (ORGANIZATION) has established the following committees that are governed by the Policy on Committee Formation and Function:

- I. The Executive Committee acts for the Board during the period between Board meetings, and is elected by the Board. The actions of the Executive Committee are subject to ratification by the entire Board. The Executive Committee shall ensure that (ORGANIZATION)'s policies, procedures and practices are in compliance with all federal, state and local laws and regulations as well as the Articles of Incorporation, and Bylaws of (ORGANIZATION). This committee is responsible for overseeing and coordinating the development of broad policies to guide the organization in its operations.
- II. Board Governance Committee investigates and proposes prospective Directors, nominates officers of the Board, and often assists the chair of the Board on making committee assignments.
 - a. The Committee analyzes the kinds of talents needed on the Board and its committees.
 - b. The Committee must note and follow the Board's policy in rotation.
 - c. This committee shall have the responsibility of reviewing Director performance as well as working with the chairs of the Board and President/Executive Director of the organization in planning Director
- III. Committee on Programs has the responsibility for establishing broad policies and a program of review in the following areas:
 - a. Current program(s)
 - b. Program Planning
- IV. Committee on Finance and Investments has the responsibility for establishing broad policies and a program for review in the following areas:
 - a. Long-range financial planning
 - b. Investments
 - c. Budget
 - d. Records and systems
 - e. Audit
 - f. Supervision of all real estate and all auxiliary enterprises
- V. Committee on Development and Marketing/Communications has the responsibility for establishing basic policies and a program of review in the following areas:

- a. Creating/updating the case for support of the organization;
- b. Publicity, publications, public relations, and special events which will enhance the prestige of the organization
- c. Fund-raising programs which will seek gifts from individuals, Trustee/Directors, firms, foundations, and churches, for the purpose of
 - i. The annual fund for support of current operations
 - ii. Projects in the strategic long-range plan
 - iii. Capital fund programs (endowment and facilities)
 - iv. Planned giving (wills and bequests, life income contracts, insurance, trusts, etc.)
 - v. Special events

The Committee plans and recommends programs through which all Directors can fulfill their development responsibilities.

- VI. The Board of Directors may establish other standing and ad hoc committees as necessary and appropriate.

ADOPTED: (DATE) _____