

Sample Board Job Description

Position Title:

Member of the Board of Directors

Responsible To:

Entire Board of Directors and membership if applicable

General Job Description:

Board members have the overall responsibility for the organization. They are charged with supervision and oversight which is the process by which they make decisions, delegate work and assure that decisions are carried out in the manner intended.

Responsibilities:

- Attend all board meetings
- Serve on at least one committee and attend all of those meetings
- Support and participate in fund raising activities
- Be aware of and take all responsibility seriously; i.e. legal, financial, planning, continuity, evaluation, selection and evaluation of executive director
- Perform oversight and be aware of all aspects of the organization
- Be a goodwill ambassador for the organization
- Actively participate in decision making
- Be willing to assume leadership positions
- Be a team player
- Contribute financially according to one's means

Qualifications for Service:

- Interest in and willingness to support the goals of the organization
- Initiative
- Integrity
- Analytical ability
- Sensitivity
- Leadership
- Good decision making ability
- Planning skills
- Ability to organize and monitor work