

Board of Directors Expectations

Adopted:

A nonprofit board brings together people from diverse backgrounds and points-of-view to provide leadership, vision, policy setting and oversight to the operations of an organization. Effective board members of the [ORGANIZATION] commit to the following:

1. Attend all board meetings if possible or at least 80%. If absent, call director ahead of time.
2. Arrive on time for meetings and stay for the full agenda unless notifying the board president in advance. Prepare well for meetings. Review and comment on minutes and reports; set high expectations for board performance.
3. Take seriously board roles and responsibilities; become knowledgeable about the [ORGANIZATION] and its operations in order to effectively participate in the decision making processes.
4. Listen to all points-of-view and respond in the best interest of the organization.
5. Actively work toward positive decisions and solutions that advance the mission.
6. Respect confidentiality.
7. Avoid conflict of interest issues; operate in an environment of full disclosure.
8. Ensure equal opportunity and the avoidance of discrimination of all kinds.
9. Participate in the annual planning retreat.
10. Participate in board training and the annual board evaluation. Actively serve on at least one committee.
11. Make an annual gift to the organization.
12. Be an active ambassador for the [ORGANIZATION].
13. Volunteer for and willingly accept assignments. Complete assignments thoroughly and on time.
14. Actively participate in ensuring adequate resources through fundraising.

I have read and fully understand the roles and responsibilities of the board of directors for the [ORGANIZATION]. I accept the duties of the board of directors for the [ORGANIZATION].

Signed: _____

Date: _____

Board of Directors Job Description

Adopted:

The [ORGANIZATION] nonprofit board has very distinct duties different from those of executive management. Executive management manages while the board oversees. The [ORGANIZATION] reserves the right to select the director, amend by-laws, approve the annual budget and long-term plans, fill interim board vacancies as well as establish committees and appoint board members to such committees.

Basic Roles and Responsibilities: Board members of the [ORGANIZATION] accept primary responsibility for the following:

Under well-established principles of nonprofit corporation law, a board member must meet certain standards of conduct and attention in carrying out his or her responsibilities to the organization. These standards are usually described as the duty of care, the duty of loyalty and the duty of obedience.

- Board members must exercise reasonable care when making decisions as stewards of the organization.
- Board members should never use information obtained as a member of the board for personal gain, but always act in the best interest of the organization.
- Board members are responsible for overseeing the use of donated funds to fulfill the organization's mission.

Legal Issues and Operations - the fiscal and legal health of the organization

- Create and maintain policies, by-laws and minutes.
- Monitor adherence to legal standards and ethical norms.
- Elect officers and secure appropriate board liability insurance.
- Recruit and orient new board members.
- Annually assess board performance.

Planning and Oversight of Programs and Services - setting direction and monitoring progress

- Ensure effective organizational planning; assist in the implementation and monitoring of the organization's overarching goals.
- Organizational planning includes a strong vision to set the course for the future, strategic planning to meet the mission and achieve overarching goals.
- Determine, monitor and strengthen programs and services; monitor for mission drift and effectiveness.

Human Resources - building and maintaining organizational capacity

- Select the director and achieve consensus on the executive's responsibilities.
- Annually evaluate and approve the compensation of the director.
- Adhere to [ORGANIZATION] grievance policies; follow a clear procedure for managing grievances.

- Respect board/staff boundaries.
- Approve all new staff positions, considering the financial implications.
- Support the director; make sure the executive has the moral and professional support necessary to further the goals of the organization.

Public Relations - the public face of the organization

- Enhance the organization's public standing.
- Serve as an ambassador from the organization to the community at large.
- Be able to articulate the organization's mission, accomplishments and goals to the public; garner support from the community.
- Advise the director on public relations, marketing and communications.
- Understand the connection between community relations and fund development.

Fund Development - ensuring adequate resources to enable the organization to fulfill its mission

- Monitor income revenue.
- Review and set revenue goals appropriately tied to program expense while keeping in mind the strategic mission/plan of the organization.
- Contribute skills, knowledge and experience as appropriate.
- Financially support the organization by becoming a major donor, every board member is a donor.
- Assist in the planning of fundraising events and recruitment of volunteers; attend events.
- Advise the development committee and staff on prospect names, request levels and timing of solicitations.
- Accept and follow through on specific assignments in support of fund development.
- Assist the development committee and staff in asking for specific gifts.

Fiscal Oversight - overseeing the fiscal health of the organization

- Assist in developing the annual budget and ensuring adequate financial controls are in place.
- Monitor budget reports.
- Set revenue and expense policies.
- Approve investment policies.
- Ensure annual audits (or reviews based on budget size) occur and adhere to recommendations.