

## Board Member Roles and Responsibilities

**Appointment:** Nominated by the Governance Committee and elected by the Board of Directors.

**Term:** Directors shall serve multiple three-year terms with approval from the Board of Directors.

### Roles and Responsibilities:

- Work in partnership with the CEO to achieve the Organization’s mission
- Serve as a trusted advisor to the CEO and executive management team as they manage the day to day operations of the Organization
- Work in conjunction with the CEO and staff as they develop and implement the Organization’s strategic plan
- Attend, prepare for and participate in at least 75% of board meetings annually
- Participate in at least one standing committee of the Board and serve on ad-hoc committees as necessary
- Become familiar with Organization’s finances, budget, and financial/resource needs
- Understand the policies and procedures that guide the work of the Organization
- Approve the Organization’s annual budget, audit reports, and material business decisions
- Stay informed about matters that are relevant to the Organization including being informed of legal and fiduciary responsibilities
- Be a constant ambassador for the Organization by developing a deep understanding and capacity to communicate and promote the Organization’s mission and services to the community
  - Attend special events
- Participate in continuing education opportunities as appropriate
- Serve on task forces and/or work groups from time to time as needed
- Assist the CEO and Board Chair and Governance Committee in identifying and recruiting other Board members
  - Ensure the Organization’s commitment to a diverse board and staff that reflects the community served
  - Participate in succession planning
- Actively participate in the Board's annual evaluation and planning efforts

### Fund Development

{insert organization’s name} Board Members will consider the Organization a philanthropic priority and make annual gifts that reflect that priority. The Organization expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity.

## Qualifications

This is an extraordinary opportunity for an individual who is passionate about the Organization's mission and who has a track record of strong board leadership. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing Board Members.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector.
- A commitment to and understanding of the Organization's beneficiaries.
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals.
- Personal qualities of integrity, credibility, and a passion for improving the lives of the Organizations beneficiaries and the community at large.

Service on the **{insert organization's name}** Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.