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.