

SAMPLE Job Description – Adapt to your organization

BOARD MEMBER

POSITION SUMMARY

Together with other members of the Board, is legally and morally responsible for all activities of the organization.

BOARD RESPONSIBILITIES

Set Direction

- Determine, and keep us focused on our **mission** and purpose.
- Participate with staff to develop and monitor implementation of our annual and strategic **plans**.
- **Delegate** authority for daily **operations** to the Executive Director.

Ensure Resources

- Ensure that adequate financial resources are available by working with staff to **raise funds** from the community.
- **Tout our successes** and work to enhance our reputation in the community.
- Ensure that adequate human resources are available by establishing and monitoring **policies for paid and unpaid staff**.
- Hire, support, evaluate, set compensation, and if necessary, fire the **Executive Director**.

Provide Oversight

- **Approve the annual budget** and make certain that proper financial controls are in place.
- Ensure compliance with **legal and ethical standards**.
- Make certain that **programs** further our **mission** and address changing **community needs**.
- **Review results** achieved by management in pursuit of written annual and long-range goals.