

[Name of Organization]

Sample Board of Directors Job Description

Mission: [name of organization] [mission or purpose statement]

Role of the board of directors: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of [name of organization] so as to support the organization's mission and needs.

Major responsibilities of board members:

- Uphold all legalities related to [name of organization] bylaws, [state incorporation status] [Internal Revenue Service status]
- Lead and advise the organization in accordance with mission
- Organize the board of directors, officers, and committees
- Oversee and monitor policies and procedures
- Financial management, including the adoption and oversight of the annual budget
- Oversee program planning and evaluation
- Advise, evaluate, and assist with the professional development of executive staff
- Review organizational and programmatic reports
- Promote the organization to [name of organization] constituencies and the community at-large
- Assist with fundraising and the formation of strategic partnerships

Length of term: [refer to bylaws for length and terms for renewal]

Meetings and time commitment:

- The board of directors typically meets (how often, or how many times per year), typically on (day of week, or week of month) for (length), at (location).
- Committees of the board meet an average of four times per year, pending their respective work agenda.
- Board members are asked to attend a minimum of two special events per year.

Expectations of board members:

- To act in the best interests of [name of organization], and to make recommendations based on his or her experience and vantage point.
- To avoid conflicts of interest and make notice of them when they arise.
- To attend and participate in meetings on a regular basis, and special events as able.
- To participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- To be alert to community concerns that can be addressed by mission, objectives, and programs.
- To help communicate and promote [name of organization] mission and programs to the community.
- To be familiar with [name of organization] finances, budget, and financial/resource needs.
- To be familiar with [name of organization] policies and procedures.
- To financially support and promote [name of organization] in a manner commensurate with one's ability.