



# Board Member Job Description Sample

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January 2014

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## Role

The Board of Directors shall be the governing body and legal authority of [insert organization's name]. As a member of the Board of Directors, a Board Member acts in a position of trust for the community, and is responsible for the effective governance of the organization.

## Responsibilities

1. Act honestly, in good faith and in the best interest of the organization.
2. Govern, not manage, the organization.
3. Contribute to defining the organization's strategic directions and approve its strategic plan.
4. Determine and monitor the organization's programs and services.
5. Ensure needed resources for the organization, including adequate funding.
6. Approve, monitor and follow all Board policies.
7. Review the bylaws, and recommend bylaw changes to the membership.
8. Abide by the bylaws and the various policies and procedures of the organization.
9. Approve and monitor the organization's budget and finances.
10. Approve the hiring and release of the Executive Director.
11. Support and participate in evaluating the Executive Director.
12. Delegate appropriately to the Executive Director and committees.
13. Elect the Board executive.
14. Mentor new Board members.
15. Review Board and self-reflect on own performance periodically.
16. Attend, be prepared for and participate in Board, committee and related meetings.
17. Participate in discussions and decision-making of the Board.
18. Support and participate in fundraising activities.
19. Assist in developing and maintaining positive, cooperative and respectful relations among or with the Board, committees, management, staff and community.
20. Keep the Executive Director informed of membership and community concerns and issues.
21. Participate in a Board orientation session, Board retreats, Board education sessions and other gatherings of the Board, as necessary.
22. Represent the organization when required or requested.

# Requirements

1. Commitment to the vision, mission, values and work of the organization.
2. Knowledge and skills in one or more areas of Board governance including policy, finance, programs, human resources, fundraising and community relations.
3. Participation on at least one committee, including attendance at meetings.
4. Participation in monthly and other Board meetings.
5. Participation in the Annual General Meeting (AGM) and other meetings of the membership.
6. Support of [insert organization's name] and related events.
7. Support of and participation in fundraising activities.
8. Availability to serve the required term of office of [insert #] years to a maximum of [insert #] years.

# Amendments

The Board job description shall be reviewed annually by an appropriate committee and recommended changes will be presented to the Board for approval.

Approved by Board of Directors: [insert date]

Reviewed by Board of Directors: [insert date]