



JOB DESCRIPTION

{Name of nonprofit} BOARD MEMBER

AUTHORITY/RESPONSIBILITY:

The {name of nonprofit} Board of Trustees is the legal authority for the {name of nonprofit}.

As a member of the {name of nonprofit} Board, the board member holds a position of trust for the community and is responsible for the effective governance of the {name of nonprofit}.

QUALIFICATIONS/SKILLS:

Knowledge and experience in one or more areas of board governance: policy, finance, fundraising, legal, programs and services.

Relationship to the mission and vision of the ({name of nonprofit})

A commitment to annual financial support of the {name of nonprofit}

TERM:

{Name of nonprofit} Board members are elected by the membership prior to the Annual General meeting. {Name of nonprofit} Board members serve for a three-year term. {Name of nonprofit} Board members have the opportunity for re-election for two additional three-year terms, for a total term limit of nine consecutive years.

REQUIREMENTS:

- Commitment to the work of the organization.
- Knowledge and skills in one or more areas of {name of nonprofit} Board strength criteria.
- Willingness to serve on at least one committee and actively participate.
- Attendance at all {name of nonprofit} Board meetings.
- An estimated time commitment of XXX hours per month (includes Board preparation, meeting and committee meeting time).
- Act in partnership with the {name of nonprofit} leadership in achieving the organization's mission.
- Be informed of the programs and services provided by {name of nonprofit} and publicly support them.
- Annually sign of a corporate compliance / conflict of interest statement.

MAJOR DUTIES:

- Devote to the legal duties of board membership: the Duty of Care, the Duty of Obedience and the Duty of Loyalty.
- Recommend and adopt policies for governance of the {name of nonprofit}.
- Contribute annually to the {name of nonprofit}.
- Promote and raise philanthropy for the {name of nonprofit}, through community networking, etc.



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- Govern the {name of nonprofit} by the broad policies developed by the Board.
- Establish overall long and short-term goals, objectives and priorities for {name of nonprofit} in meeting the needs of the organization.
- Speak on behalf of the {name of nonprofit} to the community.
- Actively seek prospect nominations for election to the {name of nonprofit} Board when appropriate and cultivate prospective {name of nonprofit} Board members.
- Prepare for and participate in the discussions and the deliberations of the {name of nonprofit} Board.
- Actively participate, once a year, in an annual planning retreat of the {name of nonprofit} Board.
- Foster a positive working relationship with other {name of nonprofit} Board members and with the staff of the {name of nonprofit}.
- Be aware of and abstain from any conflict of interest and adhere to confidentiality.

REVIEW/APPROVAL DATE:

The {name of nonprofit} Executive Committee annually reviews the {name of nonprofit} Board member job description. Recommended changes are presented to the {name of nonprofit} Board for adoption.