

Part of
An
Organizational
Development
Series

Sample
Job Descriptions
for
Board Members
of
Community-Based
Organizations

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Project

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TITLE: BOARD DIRECTOR

Goal: Board Directors are responsible for ensuring effective and fiscally sound programs and operations. They do this by providing leadership, advice and direction to the staff and volunteers of the organization


DUTIES AND RESPONSIBILITIES

1. **Prepare** for each Board of Directors meeting by reading material distributed prior to the meeting.
2. **Attend** all regular and special Board meetings and **participate** in proceedings.
3. **Serve** on at least one committee and actively **participate** in meetings of the committee.
4. **Maintain knowledge** of current programs and staff of the organization.
5. Make a personal **financial contribution** to the organization.
6. **Solicit the financial support** of others, including employers and friends.
7. **Share resources** and talents with the organization, including expertise, contacts for financial supports, and contacts for in-kind contributions.
8. Serve as an **advocate** of the organization.
9. Be **accessible**, at least by phone, to staff and other Board Directors as needed.
10. **Contribute** at least _____ **hours** per month to working for the organization.
11. **Fulfill commitments** within the agreed-upon deadlines.
12. Be loyal to the organization.
13. **Maintain the confidentiality** of any information given to Board Directors.
14. Take the **initiative** and provide **leadership**

TITLE: PRESIDENT, BOARD OF DIRECTORS

Goal: To provide leadership and direction to the membership and the governing board of the organization, by ensuring that all Directors understand and exercise their responsibilities with regard to the management of the organization's programs and finances.

DUTIES AND RESPONSIBILITIES

1. Act as **principal executive officer** of the organization.
2. **Prepare agenda** for **membership meetings**.
3. **Prepare agenda** for **Board meetings**.
4. **Preside** over all regular and special **membership meetings**.
5. **Preside** over all regular and **special Board meetings**.
6. **Sign**, with other appropriate officers, corporate and legal documents.
7. Maintain current **knowledge** of programs and activities.
8. Act as **principal spokesperson** for the organization.
9. **Prepare agenda** for **Executive Committee** meetings.
10. **Preside** over **Executive Committee** meetings.
11. **Supervise** standing committee **chairpersons**.
12. **Facilitate communication** between Board and staff.
13. **Ensure Board follow-through** on all assigned tasks.
14. Assist in **orientation** of the Directors.
15. **Supervise the Executive Director**. (MORE )

PRESIDENT, BOARD OF DIRECTORS (.CONT.)

QUALIFICATIONS

1. **Accessibility**; ability to devote approximately **ten to twenty hours per month** to organizational activities.
2. Excellent **communication skills** in oral and written self-expression.
3. Proven **leadership** ability.
4. Knowledge of and skills in **planning and nonprofit management**; ability to integrate vision with reality.
5. Ability to **facilitate meetings**.
6. **Commitment** to the purpose and programs of the organization, and **knowledge** of current organizational activities and procedures.
7. Ability to **work in a team** and, where appropriate, to **delegate** responsibility.
8. **Knowledge** of issues, community and constituencies.
9. **Patience**.
10. **Creativity**.
11. **Vision**.

TITLE: VICE-PRESIDENT, BOARD OF DIRECTORS

GOAL: To ensure continuity in the leadership of the organization by supporting and assisting the President

DUTIES AND RESPONSIBILITIES

1. **Preside over membership meetings** in the absence of the President.
2. **Preside over Board meetings** in the absence of the President.
3. **Support** the current President.
4. Become **oriented to all duties and responsibilities** of the President.
5. **Attend and participate** in Executive Committee meetings.
6. **Chair** a standing committee and fulfill committee chairperson position description.
7. **Assist in orientation** of new Directors and members.
8. Perform **other duties as assigned** by the President.

QUALIFICATIONS

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1. Excellent **communications skills** in oral and written self-expression.
 2. Proven **leadership** ability.
 3. Knowledge of and skills in **planning**.
 4. Ability to **facilitate meetings**.
 5. **Knowledge** of and **commitment** to the purpose and programs of the organization.
 6. Ability to work **in a team** and, where appropriate, to **delegate** responsibility.
 7. **Patience**.
 8. **Creativity**.
 9. Vision.

TITLE: TREASURER, BOARD OF DIRECTORS

GOAL: To provide financial management and fiscal controls for the organization.

DUTIES AND RESPONSIBILITIES

1. **Monitor** receipt of all securities and monies due to and held by the organization.
2. Ensure that all funds are properly **deposited and disbursed** in a timely manner.
3. Render **monthly, quarterly and annual financial reports** of the organization to the Board of Directors.
4. Ensure that all **Federal, State and local financial reports** are filed on a timely basis.
5. Oversee the preparation of the **annual budget** and monitor its implementation.
6. Ensure that the organization maintains its **tax-exempt status**.
7. Oversee the design and implementation of an appropriate **bookkeeping and accounting system**.
8. **Contract** with an **independent CPA** to conduct an annual audit.
9. **Sign** fiscal forms and instruments as necessary.
10. **Attend and participate** in **Executive Committee** meetings.
11. **Attend and participate** in **fundraising meetings** as necessary.

QUALIFICATIONS

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1. Knowledge of **fund accounting** systems and **internal controls**.
 2. Ability to analyze and clearly present **financial statements**.
 3. Knowledge of **financial reporting requirements** for pertinent **regulatory agencies**.
 4. Ability to work in a **team** and, where appropriate, to **delegate** responsibility.
 5. Ability to develop methods for maintaining **positive cash flow**.
 6. **Knowledge** of and **commitment** to the purpose and programs of the organization.
 7. Knowledge of and skills in **financial planning**.

TITLE: SECRETARY, BOARD OF DIRECTORS

GOAL: To oversee the record keeping and correspondence of the membership and the governing board of the organization, ensuring compliance with relevant provisions of the bylaws; compliance with your State's not-for-profit corporate laws; and IRS regulations.

DUTIES AND RESPONSIBILITIES

1. Record and sign the **minutes** of the **meetings of the membership**.
2. Record and sign the **minutes** of the **meetings of the Board**.
3. **Send notices** in accordance with the provisions of the bylaws, or as required by the law.
4. Ensure that **organizational records** are protected for long-term safekeeping.
5. **Maintain directory** of members and the Board, including names, addresses, phone numbers and current position within the organization.
6. **Sign** appropriate **organizational documents** as needed.
7. **Monitor** parliamentary procedure, as needed.
8. Maintain organization **Record Book**.
9. **Sign** official **corporate correspondence**.
10. **Update bylaws**, as needed, when relevant Board resolutions are adopted.
11. **Attend and participate** in **Executive Committee** meetings.
12. **Attend and participate** in at least one **other standing committee**.

QUALIFICATIONS

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1. Knowledge of **laws** pertaining to not-for-profit organizations.
 2. Knowledge of **parliamentary procedure**.
 3. Good **listening skills**.
 4. Ability to **summarize information** into concise statements.
 5. **Knowledge** of and **commitment** to the purpose and programs of the organization.
 6. Ability to **work in a team** and, where appropriate, to **delegate** responsibility.