



Board Member Job Description Template

General Description: Board members have the overall responsibility for the organization. They are charged with supervision and oversight which is the process by which they make decisions, delegate work and assure that decisions are carried out in the manner intended.

Qualifications: Interest in and willingness to support the goals of the organization. Initiative, integrity, analytical ability, sensitivity, leadership, good decision making ability, planning skills, and the ability to organize and monitor work.



Responsibilities

- Attend all board meetings
- Serve on at least one committee and attend all those meetings
- Support and participate in fundraising activities
- Be aware of and take all responsibilities seriously; i.e. legal, financial, planning continuity, evaluation, selection and evaluation of executive director
- Perform oversight and be aware of all aspects of organization

- Be a goodwill ambassador for the organization
- Actively participate in decision making
- Be willing to assume leadership positions
- Be a team player
- Contribute financially according to one's means