

Example of an Effective Board Job Description

ROLES AND RESPONSIBILITIES

- *1. Attend board meetings (6 of 9 required)
 - *2. Participate on a board committee
 - *3. Participate in the board's annual retreat to review the organization's mission, strategic plan, and annual performance, and to help develop next year's plans
 - *4. Make a personal gift at a leadership level
 - *5. Help solicit other contributions to the annual giving fund or assist with a fund raising event
 6. Help train volunteers for one of our programs
 7. Attend one of our volunteer/donor appreciation events
 8. Help design and implement an annual evaluation and coaching for the CEO
 9. Speak at a community event about our agency
 10. Help develop and lead an annual assessment of the board's performance
- (*1-5 are required; 6-10, select a minimum of two)

AS A MEMBER OF THIS BOARD, I COMMIT TO:

- hold this agency to a high standard of performance and actively participate in make this a world class organization
- work hard to understand my roles and responsibilities and to be sufficiently knowledgeable about our agency and its operation to make informed decisions
- read the materials sent to the board and come prepared to board and committee meetings
- arrive at meetings on time and stay for the full agenda unless I have otherwise notified the board or committee chair
- ask for clarification on any matters or material that I do not understand before making a decision
- actively participate in identifying and exploring a variety of opinions and options before voting on an important board matter
- listen carefully to other board members and staff with an open mind and an objective perspective and try never to dominate the discussion
- put aside my personal agendas and pledge to actively work only toward those decisions and solutions that are in the organization's best interests
- respect the confidentiality of the board's business
- honor the principle of 'no surprises,' and expect that my fellow board members and our executive director will do likewise

I AGREE TO BE INFORMED AND TO OBSERVE THE FOLLOWING BOARD POLICIES IN SECTION 3 OF OUR MANUAL:

- avoidance of conflict of interest
- equal opportunity and avoidance of discrimination
- enrollment in board liability insurance program

Signed _____ Date _____