

Nonprofit Fiduciary Board Member Position Description & Agreement

Accountabilities of the Board of Directors

The Board of Directors is accountable for oversight and governance, specifically defined as the duties of care and loyalty. This accountability requires Board members to be responsible for specific tasks, articulated below.

Performing those tasks well also requires Board members to have a thorough knowledge of the organization's leadership and management team, its mission, programs, and core policies, and to work effectively in collaboration with one another and with organizational leadership.

Responsibilities of the Board of Directors

Governance

Continuous review and evaluation of current information (financial, mission outcomes & metrics) about the organization in order to evaluate its progress and current state relative to effective mission delivery; request new information as needed to evaluate emerging circumstances.

Prepare appropriately for meetings and discussions.

Approve budgets and audit reports, and all other material fiduciary and legal decisions.

Support the strategic planning process and its implementation.

Choose and evaluate the organization's chief executive and review and establish that leader's compensation.

Participate effectively in Board and Committee meetings (as well as ad hoc working group and task force meetings), including maintaining proper documentation.

Effectively manage the Board of Directors.

Ensure the organization's commitment to a Board, leadership, and staff that reflects the diversity of the communities it serves.

Follow the organization's bylaws, policies, and board resolutions; review and update those as appropriate.

Maintain appropriate confidentiality about matters concerning the organization. Sign and follow the Conflict of Interest policy.

Ensure there is a policy for managing conflicts of interest; sign that annually, and update that as appropriate; identify and address any conflicts as they arise.

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Ambassadorship and Fundraising

Make and keep an annual commitment to donating personally to the organization. Make and keep a commitment to raising funds (in the amount of X) and building relationships for the organization.

Be a proactive ambassador and advocate in your community and network for the organization, by developing and broadening relationships, partnerships, and donors (individual, institutional, in-kind, etc.) and deepening the understanding of the organization's mission, as appropriate.

Leverage relationships and contacts to address creatively public policy issues affecting the organization's mission.

Participate actively in events.

Recruit leadership, staff, and Board members for the organization.

Responsibilities of Specific Committees; Working Group / Task Forces

Each Board member serves on at least one Committee and may be asked to serve on one or more Working Groups or Task Forces as needed. Standing Committees may include:

- Audit Committee
- Executive Committee
- Finance Committee
- Fundraising/Development
- Governance

Terms and Term Limits

Board members agree to participate in 100%/75% of scheduled Board Meetings. Board meetings will take place X times per year and, whenever possible, committee meetings are scheduled to be coincident with Board meetings.

Board members may be removed for or without cause prior to the end of their terms, according to the terms of the bylaws.

Qualifications

Skills, Talents & Passion here