



[Name of Organization]

## Board of Directors Position Description

**Mission:** [Mission / purpose statement]

**Role of the board of directors:** To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of [name of organization] so as to support its mission and needs.

### Major responsibilities of boardmembers:

- Uphold all legal requirements related to [name of organization]'s bylaws and its [state incorporation] and [Internal Revenue Service incorporation] status
- Lead and advise the organization in accordance with its mission
- Organize the board of directors, officers, and committees
- Oversee and monitor policies and procedures
- Financial management, including the adoption and oversight of the annual budget
- Oversee program planning and evaluation
- Advise, evaluate, and assist with the professional development of executive staff
- Review organizational and programmatic reports
- Promote [name of organization] to its constituencies and the broader community
- Assist with fundraising and the formation of strategic partnerships

**Duration of term:** [Fill in duration and terms of renewal from bylaws]

### Meetings and time commitment:

- The board of directors typically meets (frequency / number of meetings per year), typically on (day of week / week of month) for (duration) at (organization's office or other location).
- Committees of the board generally meet quarterly, as determined their respective agendas.
- Boardmembers are asked to attend a minimum of two special events per year.

### Expectations of boardmembers:

- Acts in the best interests of [name of organization], and makes recommendations based on his / her experience and perspective.
- Avoids conflicts of interest and provides notice when they arise.
- Attends and participates in meetings on a regular basis, and special events as able.
- Participates on a standing committee of the board, and serves on ad-hoc committees as necessary.
- Alert to community concerns that can be addressed by [name of organization]'s mission, intermediate goals, and / or programs, and transmits them to relevant board committees and staff.
- Helps communicate and promote [name of organization]'s mission and programs to the community.
- Familiar with [name of organization]'s finances, budget, and financial / resource needs.
- Familiar with [name of organization]'s policies and procedures.
- Financially supports and promotes [name of organization] in a manner commensurate with his / her ability.

Please address any questions related to issues not mentioned above to the chairperson of the board of directors.