

## Sample Board Job Description

- TITLE:** Member, ABC Board of Directors
- REPORTS TO:** Board President (or Chair)
- ROLE:** To serve as a voting member of the board of directors for [the agency], developing policies, procedures and regulations, monitoring financial performance and [the agency's] programs.
- TERM:** 3 years, beginning \_\_\_\_\_ and ending \_\_\_\_\_.

### **TIME**

#### **EXPECTATIONS:**

- Attend regularly scheduled board meetings (\_\_\_\_ per year), held on the \_\_\_\_\_ of every \_\_\_\_\_.
- Participate actively in one or more committees of the board.
- Attend scheduled board retreats, planning meetings, workshops or other board development activities.
- Attend, support and participate in special events.

#### **OBLIGATIONS:**

- Fully understand and support the mission of [the agency.]
- Establish policy.
- Hire, supervise and evaluate the Executive Director.
- Make annual personal [and/or professional] financial commitment [to include at least \_\_\_\_\_.]
- Monitor the agency's financial performance.
- Develop and monitor short and long-range planning and goals.
- Represent the agency to the public and private sector; serve as an advocate for the agency.
- Bring personal/professional expertise and that of others to support the mission of the agency.