**[insert organization name]**

Board Member Job Description

**Our Mission**[insert organization’s mission]

**Expectations of the Board**As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

* Determining the mission and purposes of [insert organization name].
* Selecting and evaluating the performance of the CEO/ executive director.
* Strategic and organizational planning.
* Ensuring strong fiduciary oversight and financial management.
* Fundraising and resource development.
* Approving and monitoring [insert organization name]’s programs and services.
* Enhancing [insert organization’s name]’s public image.
* Assessing its own performance as the governing body of [insert organization’s name].

**Board Member Responsibilities**Each individual board member is expected to:

* Know the organization’s mission, policies, programs, and needs.
* Faithfully read and understand the organization’s financial statements.
* Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for [insert organization’s name] to advance its mission.
* Leverage connections, networks, and resources to develop collective action to fully achieve [insert organization’s name] mission.
* Give a meaningful personal financial donation.
* Help identify personal connections that can benefit the organization’s fundraising and reputational standing, and can influence public policy.

**Board Member Terms & Commitments**Each individual board member is expected to:

* Serve a three-year term to be eligible for re-election up to two consecutive terms.
* Attend a minimum of 85% of board meetings.
* Volunteer between three – six hours per month attending board meetings and participating in sub-committee meetings.
* Participate in at least one sub-committee.
* Review pre-read materials prior to meetings and come prepared for engaged discussion, active listening, and respectful dialogue.