EXAMPLE OF AN EFFECTIVE BOARD JOB DESCRIPTION

Roles and Responsibilities:
1. Define and oversee the mission of this agency and keep it relevant to the needs of our community
2. Approve programs and services and monitor their effectiveness
3. Provide strategic guidance to the organization and the chief executive officer
4. Ensure financial solvency and help raise resources
5. Select, support and evaluate the chief executive officer
6. Ensure continuous board improvement

As a member of this board, I commit to:
- Attending 9 board meetings per year
- Participating in the board’s annual retreat
- Participating in at least one board training event and an annual evaluation to identify ways in which our board can improve its performance
- Serving on one board committee
- Making a personal gift at the leadership level
- Participating in at least one fundraising event
- Holding this agency to a high standard of performance and actively helping to make this a world class organization
- Understanding my roles and responsibilities and becoming sufficiently knowledgeable about our agency and its operations to make informed decisions
- Reading the materials sent to the board and coming prepared to board and committee meetings
- Arriving at meetings on time and staying for the full agenda unless I have otherwise notified the board or committee chair
- Asking for clarification on any matters or material that I do not understand before making a decision
- Listening carefully to other board members and staff with an open mind and an objective perspective
- Actively working towards those decisions and solutions that are in the organization’s best interests
- Respecting the confidentiality of the board’s business

I agree to be informed about and to observe the following board policies in our manual:
- Avoidance of conflict of interest
- Equal opportunity and avoidance of discrimination
- Enrollment in board liability insurance program

Signed ___________________________ Date ______________________________

Developed by Dr. Mary Steward Hall, Executive Master in Not-for-Profit Leadership Program, Seattle University