##

## JOB DESCRIPTION

| **Title** | BOARD OF DIRECTORS MEMBER |
| --- | --- |
| **Reports To**  | [INSERT TITLE] |

**Job Purpose**

A Board of Directors (BoD) Member supports the mission of [Organization Name] by contributing to strategic decisions, governance, and oversight. This role entails ensuring that the organization adheres to its values, remains accountable to its stakeholders, and upholds best practices in all its operations. Each member provides leadership, stewardship, and plays a key role in policy formulation and organizational development.

The successful BoD Member demonstrates integrity, commitment to the organization's vision, and acts as an ambassador to further the organization’s goals. They are responsible for ensuring the organization meets legal and ethical standards and maintains a sustainable and inclusive environment.

**Key Responsibilities**

Key responsibilities include, but are not limited to the following:

* Actively participate in quarterly and annual board meetings, providing input on strategic decisions.
* Review, develop, and approve organizational policies, including those related to confidentiality, privacy, and conflict of interest.
* Monitor the performance of senior management and provide guidance on reporting procedures.
* Contribute to the development and evaluation of the strategic plan and its alignment with the community’s needs.
* Ensure compliance with regulatory and statutory requirements.
* Oversee financial planning, budgeting, and resource allocation.
* Serve on at least one committee and take the lead in assigned areas of responsibility.
* Advocate and promote the organization’s mission and programs within the community.
* Participate in fundraising efforts, sponsorships, and community engagement events.
* Acknowledge and adhere to the Board’s Code of Conduct, maintaining confidentiality and trust.
* Perform other duties as assigned.

**Core Competencies**

* Strong ethical standards and commitment to the organization’s mission.
* Excellent communication, analytical, and decision-making skills.
* Ability to collaborate with diverse groups and foster a culture of inclusion.
* Ability to relate to a variety of stakeholders across a range of lived experiences.
* Exceptional interpersonal skills.
* Strategic thinking with a focus on long-term sustainability.
* Diplomacy and tact in handling sensitive matters.

**Key Qualifications**

* Proven experience in governance or advisory roles in community or nonprofit organizations.
* Understanding of non-profit management, regulatory requirements, and financial oversight.
* Strong background in policy development and strategic planning.
* Experience coordinating and managing diverse projects.
* Ability to commit the time and resources required for active participation in board activities.

 **Working Conditions**

* The standard workweek for this position is [insert #] hours
* The standard business hours for this position are [insert core hours]
* Quarterly board meetings, annual retreats, and committee meetings as needed.
* Occasional travel for community events or training sessions.
* Participation in virtual meetings and document reviews outside regular hours.
* May require additional hours during peak periods.