



SUPPORTING WORLD HOPE
ONE NONPROFIT AT A TIME.

BOARD JOB DESCRIPTION

RESPONSIBILITIES

Together with other members of the board, is legally and morally responsible for all activities of the agency. Board members are solely responsible for determining agency policy in the following areas: Human Resources, Planning, Finance, Community Relations, and Organizational Operations.

Human Resources - Board members have four key responsibilities in this area: 1) Board membership (which includes recruiting new board members, recognizing and nurturing existing board members, and providing existing board members with opportunities to grow and develop as leaders); 2) Executive director accountability (which includes hiring, firing and ongoing evaluation of the executive director); 3) Personnel policies (which includes providing policy guidance about salaries, benefits and grievance procedures; and 4) Volunteer involvement (which includes setting policy regarding how volunteers should be used; in what areas; and generally how the organization should treat, recognize and celebrate its volunteers).

Planning - Board members have four key responsibilities in this area: 1) Setting and reviewing the organization's mission/philosophy and goals; 2) Planning for the organization's future, on a long- and short-range basis; 3) Deciding and planning which services/programs the organization provides; and 4) Evaluating the organization's programs and operations on a regular basis.

Finance - Board members have four key responsibilities in this area: 1) Ensuring financial accountability of the organization; 2) Overseeing an ongoing process of budget development, approval and review; 3) Raising funds and/or ensuring that adequate funds are raised to support the organization's policies and programs; and 4) Managing and maintaining properties or investments the organization possesses.

Community Relations - Board members have four key responsibilities in this area: 1) Ensuring that the organization's programs and services appropriately address community/client needs; 2) Marketing the organization's services/programs; 3) Ongoing public relations, (which includes an awareness that board members are always emissaries of the organization in the community); and 4) Cooperation action, (which includes occasions when the organization could/should take part in coalitions, collaborations, joint fund-raising, etc.)

Organizational Operations - Board members have four key responsibilities in this area: 1) Ensuring that the organization's administrative systems area adequate and appropriate; 2) Ensuring that the board's operations are adequate and appropriate 3) Ensuring that the organizational and legal structure are adequate and appropriate; and 4) Ensuring that the organization and it's board members meet all applicable legal requirements.

Nonprofit Consultation Service



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BOARD OF DIRECTOR'S LIABILITIES

GUIDELINES FOR BOARD MEMBERSHIP TO REDUCE THE POSSIBILITY OF OR TO PREVENT LAW SUITS.

1. Attend board and committee meetings regularly.
2. Be familiar with the minutes of board meetings and the minutes of your committee assignments.
3. Be familiar with your organization's publications.
4. Treat the affairs of your organization's publications.
5. Be certain your organization's records are audited by a reputable CPA firm.
6. Be familiar with your organization's goals, objectives and programs.
7. Insist that all committee meetings are reported at board meetings in either oral or written form.
8. Know your organization's budget process and financial situation.
9. Know who is authorized to sign checks and in what amount.
10. Avoid self-serving policies.
11. Inquire if there is something you do not understand or if something comes to your attention which causes you to question a policy or practice.
12. Insist that there is a well-established personnel program with a competent staff chief executive.
13. Avoid the substance or appearance of conflict of interest.
14. Be certain your organization is fulfilling all aspects of its non-profit and tax exempt status.
15. Insist on a written and followed board membership and nominating committee procedure.
16. Monitor the community and professional image of your organization.
17. Be certain that "policies" are clearly identified, and the board acts on them as a whole rather than action by a small group of individuals.
18. Know your organization's board of directors, financial condition, programs and staff before you accept membership.
19. Require that your organization has proper legal council.
20. Monitor the activity of your executive committee to insure it does not overstep its authority.
21. Insist on the board having a policy relative to board volunteer liability. (D & O Insurance).