

[ORGANIZATION]
Board Position Description

General Statement of duties: Determine the policies, procedures and regulations for []; provide fiscal oversight; assist in raising funds to finance the organization; provide leadership for long-term and strategic planning; monitor organizational performance.

Term: []

Accountability: To the Board President and the Board of Directors

Resignation: In writing to the Board Chair

Responsibilities:

- 1. General**
 - a. Have an affinity towards organization's mission.
 - b. Know the organization's values, vision, programs and services.
 - c. Know and follow organization bylaws and other policies.
 - d. Serve the organization as a whole rather than a specific interest.
 - e. Maintain independence and objectivity in all organization issues.
 - f. Be a member of the organization.
 - g. Attend as many organization events as possible.
- 2. Governance**
 - a. Prepare for Board meetings by previewing information provided.
 - b. Ask substantive questions at Board and committee meetings.
 - c. Be open to other points of views in Board deliberations.
 - d. Support all Board decisions regardless of personal stance on decisions.
 - e. Maintain confidentiality in all matters discussed at meetings.
 - f. Assume leadership positions when asked.
- 3. Financial**
 - a. Make financial contribution at a level according to personal means;
 - b. Actively engage in fund development efforts.
 - c. Monitor short- and long-term financial stability.
- 4. Fiduciary**
 - a. Always serve the public benefit.
 - b. Accountable to the public at large.
- 5. Public Relations**
 - a. Advocate for organization when appropriate.
 - b. Avoid any appearance of a conflict of interest & disclose any possible conflict to the Board.
 - c. Avoid accepting any gifts or favors from (or to) anyone in relation with your Board position.
- 6. Relationship with Executive Director and Staff**
 - a. Support the Executive Director in the performance of job duties.
 - b. Consult with Executive before asking for favors or information from staff.
 - c. Keep Executive informed of all activities done on behalf of organization.

Individual Board Member Goals: _____
