

Nonprofit Board of Directors JOB DESCRIPTION

- ☐ **CREATE AND MAINTAIN THE VISION OF THE ORGANIZATION:** understand the organization's mission, establish the vision, and identify the goals and objectives of the organization; ensure the executive director and key staff accomplish those mission and vision-driven goals.
- ☐ **ESTABLISH POLICIES:** develop, maintain and monitor implementation of governing policies, which are the rules under which the executive director and staff work.
- ☐ **PROVIDE FISCAL OVERSIGHT:** create a financial plan under the recommendation of key staff that aligns with the mission and the vision of the organization; monitor the organization's income and expenses and ensure that the organization uses its resources in a way that serves the community and adheres to the nonprofit's strategic plan.
- ☐ **REPRESENT THE COMMUNITY:** act as a representative of the community, understanding its needs and using that knowledge to steer the organization and make board decisions.
- ☐ **ADVOCATE FOR THE ORGANIZATION:** Serve as a representative and advocate for the organization to the community as it aligns with the mission and vision of the organization; maintain professionalism that is reflective of the organization and its values when speaking on behalf of the organization.
- ☐ **SERVE AS THE EXECUTIVE DIRECTOR'S BOSS (AS A COLLECTIVE BOARD):** Hire and manage the Executive Director in a way that aligns with best leadership and HR practices.
- ☐ **ENSURE ADEQUATE FINANCIAL RESOURCES:** make sure funds are available for the organization to do its work and continue to do that work into the future; oversee fundraising.
- ☐ **ENSURE LEGAL COMPLIANCE:** Perform legal duties to do what's necessary to remain in good standing with the state authorities and those who provide the organization's funding.

I have read and understand the basic functions of a nonprofit board member as outlined above.

NAME: _____

DATE: _____

NOTE: A board of directors only has power and authority as a collective unit. No individual, including the board president, has individual power over the nonprofit executive director or other staff members.

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