



## Job Description Member, Board of Directors

**ROLE:** To determine policies, procedures and regulations for the conduct of the organization; to raise funds to finance the organization and its programs; and to monitor organizational performance..

**TERM:** A member will serve as long as they maintain active status and wish to continue serving.

### **MEETING**

**ATTENDANCE:** Attend all regularly scheduled meetings of the general board; standing committees; and special events hosted by the Friends of Mott Library. Provide written notice to Board Secretary when unable to attend.

**RESPONSIBLE TO:** Board President

### **RESPONSIBILITIES AND POWERS OF BOARD MEMBER:**

- Establish policies for administering the program and services which are in harmony with the purpose of the organization.
- Elect officers and identify new members with the ability and skills needed to support the organization
- Embrace and promote the Friends of Mott Library Mission through leadership, community contacts and monetary (dues) contribution
- Secure funds required for current expenses by mobilizing the entire volunteer and staff forces for active participation in funding efforts.
- Ensure that the financial affairs of the agency are conducted on a responsible basis in accordance with established policies.
- Be informed about the Mott Library functions, programs and services and who they serve
- Be prepared for meetings and informed about the organizations policies, procedures and by-laws
- Make all decisions and take all actions based on the principles of reasonable prudence and acting in good faith in matters of board operations.

# Nonprofit Board Of Directors Job Description

**SJ Ball**



## **Nonprofit Board Of Directors Job Description:**

Ten Basic Responsibilities of Nonprofit Boards Richard T. Ingram, 2009 Designed to help nonprofit board members and senior staff The six books address all of the fundamental elements of service common to most boards including board member responsibilities how to structure the board in the most efficient manner and how to accomplish governance work in the spirit of the mission of the organization Pg 2 of Book 1

**Nonprofit Boards** Diane J. Duca, 1996 Any nonprofit that wants to survive beyond the nineties had better be governed by an effective flexible board of directors But what role should a nonprofit board play in fulfilling the organization's mission How should the board carry out its responsibility to see that funds and other resources are used in the most efficient possible manner How can the board perform its duties without alienating staff members What pitfalls can divert a nonprofit board from addressing critical board functions Nonprofit Boards Roles Responsibilities and Performance answers these questions and many more This book is dedicated to helping nonprofit board members chairpersons and executive directors develop and manage effective boards empowered to respond to the special needs of their organizations Diane J Duca offers different ways to approach organizing and utilizing a board by presenting different board models Using case studies and illustrations from real life situations she explores every aspect of board management clarifies the roles of board members and executives and discusses the board's legal and ethical obligations In her discussion of core responsibilities strategic planning policy setting fiscal oversight and fund raising Ms Duca focuses on creating a spirit of cooperation between board and staff Nonprofit boards that successfully fulfill their obligations and perform responsibly inspire staff members and set an example for everyone in the organization Regardless of your organization's managerial style or the structure of your board passive or active entrepreneurial or averse to risk this invaluable guide will help board members and staff to develop mission based policies increase support and improve communications between board and staff Nonprofit board members who understand and accept their roles as trustees offer a vital service not only to their organization but also to society Nonprofit Boards is designed to help them carry out this important duty Too often a nonprofit organization's efforts to fulfill its mission or use its resources efficiently are frustrated by an ineffectual poorly defined or adversarial relationship between the board and staff Nonprofit Boards Roles Responsibilities and Performance will help executives and board members avoid these conflicts with invaluable guidance and strategies for effective board management Using case studies and real life examples it clarifies the roles and functions of board members and executives details board duties including strategic planning and fiscal oversight describes different organizational models for nonprofit boards and discusses their advantages and disadvantages explains how structural diversity within the board can maximize its effectiveness and flexibility discusses legal and ethical obligations and how the board can ensure that the nonprofit fulfills its mission examines cooperative board staff relations and how a board can be the catalyst for organizational change and presents contemporary issues facing nonprofits and their boards including

government relations image building professionalism and diversity      *Nonprofit Kit For Dummies* Stan Hutton, Frances Phillips, 2011-03-03 Starting a nonprofit is one of the most exciting and gratifying adventures that you ll ever partake in especially when you seal the deal on your first grant But like all adventures running a nonprofit organization is a real challenge Nonprofit Kit for Dummies Second Edition shows you the fun and easy way to get your nonprofit up and running It contains savvy advice from the experts on everything from incorporating and managing your nonprofit to unbeatable tactics for raising money and managing public relations This hands on no nonsense guide is packed with tons of useful information that will give you everything you need to Plan your nonprofit for the community Write a buy in guaranteed mission statement Incorporate and apply tax exemption Build your board of directors with the right people Design a volunteer program Have a paid staff run your nonprofit Create budgets and financial reports Craft the perfect fundraising plan Write a great grant proposal Raise money from individuals Included in this must have resource is a bonus CD ROM that contains sample grant proposals over a dozen budget and cash flow projections multiple fundraising plans to choose from and a list of indispensable Web resources to keep your nonprofit on track Nonprofit Kit for Dummies Second Edition is the ultimate nuts and bolts guide to getting your nonprofit off the ground and giving back to your community      *The Board Building Cycle* Berit M.

Lahey, 2007      **Leadership in Nonprofit Organizations** Kathryn A. Agard, 2011 Leadership in Non Profit Organizations tackles issues and leadership topics for those seeking to understand more about this dynamic sector of society A major focus of this two volume reference work is on the specific roles and skills required of the non profit leader in voluntary organizations Key features include contributions from a wide range of authors who reflect the variety vibrancy and creativity of the sector itself an overview of the history of non profit organizations in the United States description of a robust and diverse assortment of organizations and opportunities for leadership an exploration of the nature of leadership and its complexity as exemplified in the non profit sector availability both in print and online this title will form part of the 2010 Encyclopedia Collection on SAGE Reference Online The Handbook includes topics such as personalities of non profit leaders vision and starting a nonprofit organization nonprofit law statutes taxation and regulations strategic management financial management collaboration public relations for promoting a non profit organization human resource policies and procedures

*The Nonprofit Manager's Resource Directory* Ronald A. Landskroner, 2002-04-30 A newly revised and updated edition of the ultimate resource for nonprofit managers If you re a nonprofit manager you probably spend a good deal of your time tracking down hard to find answers to complicated questions The Nonprofit Manager s Resource Directory Second Edition provides instant answers to all your questions concerning nonprofit oriented product and service providers Internet sites funding sources publications support and advocacy groups and much more If you need help finding volunteers understanding new legislation or writing grant proposals help has arrived This new updated edition features expanded coverage of important issues and even more answers to all your nonprofit questions Revised to keep vital information up to the minute

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**Joining a Nonprofit Board** Marc J. Epstein, F. Warren McFarlan, 2011-03-23 Praise for Joining a Nonprofit Board As an individual who has served on various nonprofit boards and as the president and CEO of a large nonprofit organization I can attest to how valuable this book is Marc Epstein and Warren McFarlan offer insight into the expectations of nonprofit board members which is extraordinarily beneficial to individuals considering their first nonprofit board and to seasoned professionals already serving on boards Gail McGovern President and CEO American Red Cross Excerpted from Foreword This book is a roadmap for the business person who wants to serve on a nonprofit board and unwittingly assumes that the approaches that worked so well in the for profit world can be seamlessly extrapolated to the nonprofit board room Roseanna H Means M D founder and president Women of Means A must read for all new and existing nonprofit board members It is full of practical advice that will help improve the effectiveness of nonprofit board members and the organizations they serve Roger Servison president emeritus Boston Museum of Fine Arts and vice chairman Boston Symphony Orchestra What a powerful tool now available for anyone involved with governance of America's nonprofit enterprises The analysis is cogent and concise amply supported by real life examples George B Beitzel chairman emeritus Amherst College and chairman emeritus Colonial Williamsburg Foundation Joining a Nonprofit Board offers practical advice in complementing your business experience with the nuances of nonprofit governance performance and management in order to fully achieve the societal mission Jeffrey C Thomson president and CEO Institute of Management Accountants This book will guide you through the differences between for profit and nonprofit organizations and boards It will help you navigate through all the nuances in which nonprofit organizations actually operate on a day to day basis Elaine Ullian former president Boston Medical Center Joining a Nonprofit Board is a must read This book should be required reading and distributed at the opening board meeting Agnes C Underwood former head Garrison Forest School and National Cathedral School vice president managing associate Carney Sandoe and Associates A Board needs a unifying and visionary objective It must be World Class This book successfully shows how to create a World Class Board W Richard Bingham former chairman

California Academy of Sciences      **Guidebook for Directors of Nonprofit Corporations** George W. Overton, Jeannie Carmedelle Frey, 2002 This guidebook describes the legal principles that apply to nonprofits of all sizes      *The Executive Director's Guide to Thriving as a Nonprofit Leader* Mim Carlson, Margaret Donohoe, 2010-04-16 As the position of nonprofit ED becomes more demanding there is a need for an up to date resource This revised edition of the best selling book is filled with management advice for succeeding as an executive director This new edition includes thoroughly updated information and new content It covers topics on timely issues and practical strategies including Avoiding Burnout Accountability Professional Networking Financial Literacy Measuring Effectiveness and much more Ideal for ED s and board members the book also includes new cases and stories from the field and practical tips sidebars      **Strategic Leadership and Management in Nonprofit Organizations** Martha Golensky, Mark A. Hager, 2020 Nonprofit organizations need smart informed managers This comprehensive introductory textbook aims to expose students to the range of responsibilities expected from modern nonprofit organizations and their boards executive management frontline staff and community volunteers Featuring an extended case study this book is a useful guide for students and professionals new to the workplace on topics such as successfully managing change strengthening programs nurturing a dynamic board of directors diversifying revenues and building a strong committed staff and volunteer corps      Nonprofit Boards That Work Maureen K. Robinson, 2001-06-01 Praise for Nonprofit Boards That Work This book offers a refreshing and candid look at the challenges of nonprofit boards It moves away from theoretical frameworks to take you inside the real world of nonprofit organizations A must for any executive director who needs reassurance that building effective boards is tough work but well worth the effort Sherry Rockey Executive Director International Women's Media Foundation Maureen Robinson is uniquely qualified to help us understand the issues related to boards that are effective those that are not and why It is certain that board members potential board members and executive directors who read this book will better understand their roles and responsibilities and will be better able to avoid common pitfalls As a result the impact of their efforts on those whom their organizations exist to serve will be enhanced Ron Burkard Executive Director World Neighbors As more than 10 million people in the United States alone say yes to board service they also expect to see their time and talents used effectively This invaluable book presents a straightforward approach to understanding the role of the board tailoring its work to meet the needs of specific organizations and creating a culture of board productivity that makes participation rewarding for board members as well as the organizations they serve Nonprofit Boards That Work Distinguishes between theory and practice and encourages boards to explore how they genuinely add value to the work of the organization Goes beyond the hows and whys of nonprofit governance to provide frank advice and real world examples of what works what doesn't what requires a miracle and what can be achieved through diligent and deliberate effort Offers practical yet flexible strategies that can be tried by any nonprofit board whatever its current effectiveness and much more to guide nonprofit organizations and their boards toward

accomplishing the goals they seek      **Starting & Building a Nonprofit** Peri Pakroo, 2021-02-08 Build a great nonprofit More people than ever are committing themselves to serving their communities and changing the world Whether you re aiming to protect the environment support the arts or help people in need understanding how to set up a solid nonprofit organization is a great foundation for being as effective as you can be With practical advice legal information tips and step by step instructions this essential guide will help you get your nonprofit up and running and keep it going It explains how to develop a strategic plan and budget recruit and manage board members volunteers and staff market your organization to your target audience raise money including traditional methods and crowdfunding build a website use social media strategically and avoid copyright troubles adopt policies that are legally sound and much more Whether you are dreaming of starting a nonprofit or are already in the trenches Starting and Building a Nonprofit will help your organization make a real difference in the world The fully updated ninth edition contains new material on developing and implementing meaningful diversity equity and inclusion policies within your organization It also covers recent changes to the law including new incentives for donors under the CARES Act With Downloadable Forms Download and customize essential forms including Contractor Work for Hire Agreement Volunteer Assignment Agreement and sample budget forms details inside      *Business Issues in the Arts* Anthony Rhine, Jay Pension, 2022-08-08 Business Issues in the Arts is a text designed to address some of the most prescient business issues that nonprofit arts organizations face today This text is not a how to but an in depth dive into fourteen topics and their associated theories to augment learning in arts administration programs With contributions from leading academics in arts administration the book guides readers through an exploration of those topics which have been found by practitioners to be most vital and least explored Chapters include numerous case examples to illustrate business theory in the artistic and creative environment The academic contributors themselves each come with both professional backgrounds and research experience and they are each introduced at the start of their chapters allowing for a collection of voices to navigate through some oftentimes challenging topics This book is designed for an advanced undergraduate course or a stand alone graduate course on the intersection of business and management and the cultural and creative industries especially those focusing on business issues in the arts      Elgar Encyclopedia of Nonprofit Management, Leadership and Governance Kevin P. Kearns, Wenjiun Wang, 2023-12-11 The Elgar Encyclopedia of Nonprofit Management Leadership and Governance is the ultimate reference guide for those interested in the rapidly growing nonprofit sector Each insightful entry includes a definition of the concept practical applications in nonprofit organizations and discussion of current issues and future directions      **Board Recruitment and Orientation** Hildy Gottlieb, 2001      Financial Management for Nonprofit Organizations John Zietlow, Jo Ann Hankin, Alan Seidner, Tim O'Brien, 2018-03-22 Essential tools and guidance for effective nonprofit financial management Financial Management for Nonprofit Organizations provides students professionals and board members with a comprehensive reference for the field Identifying key objectives and exploring current practices this

book offers practical guidance on all major aspects of nonprofit financial management As nonprofit organizations fall under ever increasing scrutiny and accountability this book provides the essential knowledge and tools professional need to maintain a strong financial management system while serving the organization s stated mission Financial management cash flow and financial sustainability are perennial issues and this book highlights the concepts skills and tools that help organizations address those issues Clear guidance on analytics reporting investing risk management and more comprise a singular reference that nonprofit finance and accounting professionals and board members should keep within arm s reach Updated to reflect the post recession reality and outlook for nonprofits this new edition includes new examples expanded tax exempt financing material and recession analysis that informs strategy going forward Articulate the proper primary financial objective target liquidity and how it ensures financial health and sustainability Understand nonprofit financial practices processes and objectives Manage your organization s resources in the context of its mission Delve into smart investing and risk management best practices Manage liquidity reporting cash and operating budgets debt and other liabilities IP legal risk internal controls and more Craft appropriate financial policies Although the U S economy has recovered recovery has not addressed the systemic and perpetual funding challenges nonprofits face year after year Despite positive indicators many organizations remain hampered by pursuit of the wrong primary financial objective insufficient funding and a lack of investment in long term sustainability in this climate financial managers must stay up to date with the latest tools practices and regulations in order to serve their organization s interests Financial Management for Nonprofit Organizations provides clear in depth reference and strategy for navigating the expanding financial management function

**The Nonprofit Development Companion** Brydon M. DeWitt, 2010-09-24 A comprehensive workbook covering all aspects of successful nonprofit development One of the most significant factors in the success of any marketing and fundraising program is the ability and willingness of the organization to take the time to develop an integrated development plan with realistic budgets timelines and areas of responsibility The Nonprofit Development Companion examines all aspects of successful development and includes useable templates and examples that can be adapted for application within any nonprofit organization Covers a specific element in each chapter including mission strategic planning case for support marketing communications use of volunteers fundraising program recordkeeping system CEO governing board and development staffing Includes templates and samples to provide specific examples to use right away Offers a new approach to nonprofit fundraising and marketing Based on sound development principles this book gives you the step by step guidance you need to build and run a successful development program

**Doing Good Better** Edgar Stoesz, 2015-06-09 This trusted handbook for nonprofit board service is newly revised and includes new case studies and even more tips and ideas from the trenches of nonprofit board work Doing Good Better is approachable wisdom Edgar Stoesz has made Doing Good Better a guidebook for both board members of nonprofits whether new to the task or highly experienced First Stoesz identifies two failings common to many boards of

nonprofit organizations that are often overlooked 1 A board's governance role is very different from the role of management Making this distinction requires a reorientation for most board member because in their day jobs they are managers or employees 2 Boards often fail at two matters a preparation of their members and b regular evaluations of their own effectiveness and focus In short pointedly written chapters Stoesz covers Helping Directors Understand Their Governance Role A Plan to Fulfill the Purpose Reporting Back to the Members Planning Effective Meetings Great Boards Have a Good Fight occasionally Working Your Way Through a Crisis Great Boards Celebrate Leaving Right Stoesz deftly interweaves background philosophy vision and razor sharp specific ideas Discussion Action Questions conclude many of the chapters In addition Stoesz offers a Board Evaluation Form a Director's Self Evaluation Form and an outline for the Executive Director Annual Review

The Best of Boards Marci S. Thomas, Kim Strom-Gottfried, American Institute of Certified Public Accountants, 2016-11-07 Nonprofit organizations boards are justifiably passionate about their causes and eager to help their organizations However in today's increasingly regulated climate board members who come from diverse backgrounds and may have little financial expertise can feel overwhelmed by the regulations that are their duty to follow The Best of Boards Sound Governance and Leadership for Nonprofit Organizations provides not for profit board members and financial managers with the essential fiduciary knowledge and indispensable leadership guidance that they need to meet the challenges of the current not for profit environment This book contains Financial and ethical guidance for real life situations Practical leadership advice for novice and experienced board members Assistance for not for profit managers tasked with governance challenges Tools checklists and templates based on common sense management techniques This publication will build ethically sound management knowledge in not for profit board members so that they can ensure the compliance and ultimately the success of their organization

*The Library Friends, Foundations, and Trusts Handbook* Diane P. Tuccillo, 2024-04-24 The Library Friends and Foundations Handbook is a must have resource for members of Friends groups Foundations library staff members administrators and others who wish to begin or enhance such support group partnerships Its background details build a knowledge base of what such groups are all about and its helpful recommendations can be put into practice as it Focuses upon the history of such groups and how their contributions matter to the vitality of library institutions of all kinds public school state college university and special Describes the various kinds of Friends and Foundation groups sometimes combined how they are organized and run and ways they partner with the libraries they support so that readers may consider how they too might design and form or augment their own groups Carefully explains how groups can effectively market their membership options and purposes to their communities Gives practical advice on recruiting volunteers of all ages and providing training for them to beneficially aid their libraries both financially and with hands on assistance Describes ways library support groups can advocate for their libraries Presents a wide variety of fundraising and donation ideas procedures and examples that readers can emulate reflecting current trends such as online

book sales grab bag book sales gala events and securing grants along with equitable methods of monetary distribution Offers a selected bibliography a webliography and an appendix with sample documents The book covers the history of such groups how their contributions matter to the vitality of libraries and library institutions of all kinds public school state college university and special It describes the various kinds of Friends and Foundation groups how they are organized and run ways they partner with the libraries they support how they can effectively market their membership options and purposes to the community to which they are dedicated and ways to advocate for their libraries It explains how volunteers of all ages yes including teenagers are recruited trained and used successfully to aid their libraries both financially and with hands on assistance A wide variety of fundraising and donation ideas procedures and examples are featured that reflect current trends in such activities as online and grab bag book sales gala events securing grants and methods of monetary distribution

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