



## Board Member Job Description – Sample #1

- Contribute an annual gift of \$500.
- Through personal resources or through the cultivation of new donor relationships, you are asked to set an annual goal of securing a minimum of \$5,000 to support EveryNP.
- Serve a two-year term on the Board with the option for re-election to two additional terms.
- Attend at least 75% of the regular meetings of the Board. Advise the Chair or the President if you are unable to attend a meeting. If a member is absent for three consecutive meetings, they may be removed.
- Attend all special activities of the Board, including fundraising events and such Board events or retreats as may be planned.
- Serve on at least one Board committee.
- Assist in the recruitment of volunteers and committee members to augment the Board.
- Contribute to the fundraising projects and events through personal contributions and/or by generating support from friends and other contacts.
- Function as a goodwill ambassador and spokesperson for the organization and its programs.
- Stay well informed about the organization by carefully reading minutes of the Board Meeting, financial statements and other materials. Take seriously the legal, fiscal, and ethical responsibilities the Board carries. Be aware of and notice community activities and legal/political developments which may impact the organization and/or its programs and bring them to the attention of the Board.
- Be familiar with the bylaws. Keep your Board “files” up-to-date by adding new material as you receive them.



## Board Member Job Description – Sample #2

1. Attend all Board and committee meetings. (70% minimum required)
2. Attend all special events and functions such as fund raisers, major events, retreats and training programs.
3. Be informed about the organization's Vision, mission, , services and policies.
4. Participate in the Board's management and review process.
5. Be a Visionary (\$500 initial contribution) and a minimum annual commitment of \$250 per year thereafter.
6. Follow conflict of interest and confidentiality policies.
7. Assist the Board in carrying out its fiduciary responsibilities such as reviewing annual financial statements, budgets and accounting practices.
8. Provide candid and constructive criticism, advice and comments.
9. Periodically review the organizations long range goals and strategies and use benchmarks to compare them against similar institutions.
10. Propose a slate of prospective Board members and fill vacancies as needed.
11. Appoint independent auditors or accountants subject to approval by the Board.
12. Be a champion and inform others about the organization.
13. Serve on committees and also take on special assignments.
14. Participate in the governance through election of new officers, appointment of staff and other matters to fulfill the requirements under the articles of the organization.
15. Approve major expenditures according to authorized limits and guidelines.



## Requirements of Board Service – Sample #3

- To broaden our circle of supporters, link other individuals and resources to the Center.
- Support several fundraising activities by attending the events and promoting the event's sponsorship opportunities to your community friends and colleagues.
- Honor the annual \$500 fee that covers board member related costs (an additional \$50 optional fee would help defray the youth representatives' expenses for serving on the board).
- Through personal resources or through the cultivation of new donor relationships, you will be asked to pledge an annual donation to support the Center's programs and services at an appropriate level. Our goal is that each board member will reach the \$5,000 mark.
- Recruit potential candidates for our board.
- Attend annual board retreat and other orientation meetings.



## Board Member Position Description – Sample #4

### Title

Member, EveryNP Board of Directors

### Purpose

To serve as an active voting member of the legally constituted volunteer group which has authority and responsibility for the development of policies and continuing review of the conduct of the business of EveryNP. To raise funds in support of the organization's conduct of the programs of EveryNP.

### Term

Election to a three year term (except when filling an unexpired term), subject to re-election.

### Criteria

- Willing to accept and promote the mission, goals and objectives of EveryNP.
- Possesses professional expertise and influence needed by EveryNP and/or represents one or more constituencies needed to provide balance to the Board's membership.
- Has demonstrated significant leadership capability in the community and is willing to provide that expertise to the operation of the Board and its committees.
- Willing to make a personal financial contribution at a level that demonstrates commitment and sets a standard for others and is willing to ask others to give.
- Able and willing to serve effectively as a public representative of the organization and involve others in the work of EveryNP.

### General Responsibilities

To serve as an active voting member of the legally constituted volunteer group which has authority and responsibility for the development of policies and continuing review of the conduct of the business of EveryNP. To raise funds to support the organization's programs offered at EveryNP.



## Specific Tasks

- Participate regularly by attending scheduled board meetings, committee or task force meetings as assigned, orientation sessions and special meetings as appropriate.
- Commit to serve on at least one standing committee or task force and to accept special assignments.
- Spend time studying and evaluating issues to become informed and prepared to discuss and vote on issues facing EveryNP. Each board member is expected to vote their position after careful consideration of the issue. Tasks which will require preparation and a vote by Board members include:
  - Decisions on issues, policies, priorities, goals and objectives;
  - Participation with other Board members and staff in the formulation, updating, and approval of long range strategies and objectives;
  - Nomination and election of members and officers of the Board;
  - Monitoring and evaluation of the effectiveness of the projects and programs and assure these projects and programs are progressing toward achieving stated objectives; and,
  - Approval and monitoring of the operation and plant, property, and equipment budgets.
- Support the resolutions and actions of the Board of Directors irrespective of personal opinion as to any such resolution or action.
- Assure a process is in place to select, employ, and periodically evaluate the performance of the President.
- Make a personal and/or business contribution to EveryNP's current support campaign and/or capital development needs, as well as solicit funds from others in annual support and capital development campaigns.
- Promote the mission, goals, and objectives of EveryNP to increase public awareness, understanding and support of the organization.
- If necessary, seek assistance from other Board members to enable each member to successfully fulfill the above level of commitment.

## Time Demands

### Regular Meetings

Bi-Monthly board meetings

Committee and task force meetings

### Estimated Time Demands

1 hour/ month

2 ½ hours every other month

## Other

Dues for the Board of Directors are \$500 per year and can be paid on a semi-annual or annual basis. Dues cover the cost of Board and committee meetings meals and materials. Invoices will be mailed.



## Board Member Agreement Contract - Sample #1

**As a member of the Board of Directors of EveryNonprofit, I agree to support the mission of the organization. I understand that my duties and responsibilities include the following:**

1. I am legally responsible, along with other board members, for this organization. I am responsible to know and approve all policies, participate in strategic planning and be familiar with all programs and services. Along with the other board members and in partnership with the artistic and executive director, I oversee the implementation of policies and programs of EveryNonprofit.
2. I am fiscally responsible, with other board members, for this organization. It is my duty to be active in monitoring EveryNonprofit income and expenses, in planning the budget and in fundraising to meet the budget.
3. I am morally responsible for the health and well being of this organization. As a member of the board, I pledge to carry out my duties with the highest degree of ethics.
4. I agree to respect, listen to and treat courteously all people involved with EveryNonprofit.
5. I will make a good faith effort to do my best to support the fundraising goals of EveryNonprofit. I agree to participate in fundraising activities as follows:
  - I will make an **initial contribution of \$1000** to become a visionary of EveryNonprofit;
  - I will give an **annual personal donation of at least \$500**;
  - I will share names of prospective donors for fundraising activities;
  - I will attend and actively participate in programs of EveryNonprofit;
  - I will talk about the work and the achievements of EveryNonprofit with colleagues and friends;
  - I will participate in the following as often as I can:
    - Help identify and establish contacts with potential corporate and foundation donors;
    - Identify sources of in-kind contributions;
    - Send letters/requests/personal notes on fundraising appeals to friends;
    - Ask friends, family, business associates to make gifts to EveryNonprofit;
    - Help plan, organize, and participate in fundraising events.
6. I agree to serve on and actively participate in at least **one standing committee** of the Board.
7. I agree to attend full Board meetings and committee meetings as required by committee work plan. I understand that I am required to attend **at least 75%** of the total meetings per year to remain in good standing as a Board member.

**In turn, EveryNonprofit is responsible to me in the following ways:**

1. I will be provided with board meeting agendas and other meeting materials in advance, including a monthly financial status and reports on demand.
2. I can call on the artistic and executive director and chair/president of the board to discuss the programs, policies, goals and objectives of the organization. I will be provided with straightforward, thorough and timely responses to any questions I have during the course of carrying out my fiscal, legal, or moral responsibilities to this organization.

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Board member name (Print)

Board member signature & date

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Executive Director name (Print)

Executive Director signature & date



## Board Member Contract - Sample #2

I, the undersigned, understand that as a member of the Board of Directors of EveryNonprofit, I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward. As part of my responsibilities as a board member:

1. I will interpret the organization's work and values to the community, represent the organization, and act as a spokesperson.
2. In turn, I will interpret our constituencies' needs and values to the organization, speak out for their interests, and on their behalf, hold the organization accountable.
3. I will attend at least 75 percent of board meetings, committee meetings, and special events.
4. Each year, but no later than Thanksgiving of each year and without having to be asked, I will make a personal financial contribution at a level that is meaningful to me.
5. I will actively participate in one or more fundraising activities.
6. I will excuse myself from discussions and votes where I have a conflict of interest.
7. I will stay informed about what's going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other matters. I will not stay silent if I have questions or concerns.
8. I will work in good faith with staff and other board members as partners toward achievement of our goals.
9. If I don't fulfill these commitments to the organization, I will expect the board president to call me and discuss my responsibilities with me.



### **The organization is responsible to the board members for . . .**

In turn, the organization will be responsible to me in the following ways:

1. I will be sent, without having to request them, quarterly financial reports and an update of organizational activities that allow me to meet the "prudent person" standards of the law. (The "prudent person rule," applied in many legal settings in slightly differing language, states that an individual must act with the same judgment and care as, in like circumstances, a prudent person would act.)
2. Opportunities will be offered to me to discuss with the executive director and the board president the organization's programs, goals, activities, and status; additionally, I can request such opportunities.
3. The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working and by offering me opportunities for professional development as a board member.
4. Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to this organization. Board members and staff will work in good faith with me toward achievement of our goals.
5. If the organization does not fulfill its commitments to me, I can call on the board president and executive director to discuss the organization's responsibilities to me.

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Board member name (Print)

Board member signature & date

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Chair of the Board name (Print)

Chair of the Board signature & date

*The board chair should sign two copies of this agreement for each board member. Each new board member should sign both, return one copy to the board chair, and keep the other for reference. Signing the agreements ensures that board members will read them, and is a symbolic gesture about their importance.*





## Legal Duties of Board Members Worksheet

According to California nonprofit corporate law, a board member must meet certain standards of conduct and attention to his or her responsibilities to the organization. These are referred to as the **Duty of Obedience**, the **Duty of Care** and the **Duty of Loyalty**.

**Duty Of Care** means using your best judgment. It doesn't mean you have to be perfect or that you cannot make a mistake, just that you have exercised reasonable caution in making decisions.

*Our board and its members carry out these duties by:*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Duty Of Loyalty** means putting your personal and professional interests aside for the good of the organization. Maintaining a level of confidentiality is important. Having a conflict of interest policy in place would be one way to exercise duty of loyalty.

*Our board and its members carry out these duties by:*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Duty Of Obedience** means establishing the mission of the organization and being true to it. A donor has a right to expect that funds given will be used for the stated purpose. It is also important that the board ensure that the organization is following all laws and regulations that may apply to nonprofits, such as payment of any taxes and public disclosure of information.

*Our board and its members carry out these duties by:*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_