

SAMPLE JOB DESCRIPTION FOR BOARD MEMBERS

Job Title: Board Member

Accountability: Board of Directors

General Function: To participate as a member of the board of directors whose duties are to manage the business, property and affairs of the corporation with the responsibility and authority to determine operating policies and practices.

Know-How

- Has achieved recognition and status within the community.
- Is knowledgeable about the social concerns of the community.
- Has the resources (personal and/or corporate) to apply to the needs of the Boys & Girls Club.

Key Role

- **Trusteeship:** Responsible for all Club actions, from protecting the mission to ensuring public accountability.
- **Planning:** In partnership with CEO, participate in setting direction for the future.
- **Policy and Evaluation:** Govern the Club's daily operations, from programs to human resources.
- **Resource Development:** Exercise fiduciary oversight AND assist in raising and contributing money.

Competencies

- Commitment to youth and building a healthy future for them
- Ability to listen, analyze, think clearly and creatively, and work well with others
- Willingness to prepare for and attend all board and committee meetings; making thoughtful inquiries; taking and following through on given assignments; contributing personal and financial resources; opening doors in the community; and evaluating oneself
- Willingness to develop certain skills such as cultivating and soliciting funds; cultivating and recruiting board members and other volunteers; reading and understanding financial reports; learning more about substantive programs areas of the Club
- Possess honesty, sensitivity, and tolerance of differing views; a friendly, responsive and patient approach; community building skills; personal integrity; a developed sense of values; concern for the Club's development; a sense of humor.

Capabilities

- Ability to safeguard the organization's mission and purpose
- Able to maintain legal and ethical integrity as well as accountability
- Enhance the organization's public standing
- Ensure high quality professional leadership
- Ensure a diverse and high performance board composition and ongoing development
- Develop and implement a strategic plan
- Establish operating policies
- Monitor and strengthen the Club's programs and service strategy
- Evaluate the board and individual board member effectiveness
- Ensure adequate resources
- Manage resources effectively

Duties

- Complete the orientation session for new board members
- Serve as an active member of at least one standing committee and/or work team
- Serve as advocate/spokesperson for the organization in your formal and informal networks
- Assist in resource development by making a personal financial contribution and by participating in the organization's fundraising projects
- Attend and participate in 75% of board meetings
- Participate in the development of and approve the organization's strategic plan including the service delivery system for Club members
- Participate in board leadership and development activities conducted or sponsored by the local organization, Boys & Girls Clubs of America and community
- Perform all other duties that may be necessary to carry out the purpose of the organization