

## Sample Board Member Job Descriptions

### **Board Chair**

Responsibilities:

- Provide leadership to the board and ensure its effectiveness
- Preside over board and executive committee meetings
- Work closely with the Executive Director to set agendas and priorities
- Act as a liaison between the board and Executive Director
- Ensure board decisions are implemented
- Lead the annual performance review of the Executive Director
- Serve as the primary spokesperson for the board

Qualifications:

- Strong leadership and communication skills
- Previous board experience, preferably in a leadership role
- Deep understanding of the organization's mission and programs
- Ability to build consensus and manage conflicts

### **Vice-Chair**

Responsibilities:

- Support the Board Chair in their duties
- Assume the responsibilities of the Chair in their absence
- Often chairs of one or more board committees
- Assist in board member recruitment and orientation
- Participate in Executive Director evaluation process

Qualifications:

- Leadership experience and strong organizational skills
- Ability to work collaboratively with the Chair and other board members
- Willingness to assume additional responsibilities as needed

### **Secretary**

Responsibilities:

- Maintain accurate minutes of all board meetings
- Ensure proper filing of all official board records and documents
- Oversee board communications and correspondence
- Ensure compliance with bylaws regarding meeting notices and board actions
- Maintain up-to-date contact information for all board members

Qualifications:

- Excellent writing and organizational skills
- Attention to detail and accuracy
- Familiarity with organizational bylaws and legal requirements

# BOARD BLUEPRINT SERIES

## Nonprofit Board Resources

### **Treasurer**

#### Responsibilities:

- Oversee the financial affairs of the organization
- Ensure accurate and timely financial reporting to the board
- Chair of the Finance Committee
- Work with staff to develop the annual budget
- Ensure proper financial controls are in place
- Present financial reports at board meetings
- Oversee the annual audit process

#### Qualifications:

- Strong financial management and analytical skills
- Experience in accounting, finance, or related fields
- Ability to communicate financial information clearly to non-financial audiences

### **Members at Large**

#### Responsibilities:

- Actively participate in board meetings and discussions
- Serve on at least one board committee
- Stay informed about the organization's mission, programs, and activities
- Participate in fundraising efforts
- Act as ambassadors for the organization in the community
- Contribute specific skills, knowledge, or connections to support the organization's goals

#### Qualifications:

- Commitment to the organization's mission
- Specific expertise or skills that benefit the board and organization
- Willingness to devote time and energy to board service
- Ability to work collaboratively as part of a team

### **General Qualifications for All Board Positions:**

- Passion for the organization's mission
- High ethical standards and integrity
- Ability to think strategically and focus on long-term goals
- Willingness to actively participate in board and committee work
- Strong interpersonal and communication skills
- Commitment to attending board meetings and organizational events

These job descriptions provide a framework for each role, but they can be tailored to fit the specific needs and structure of your nonprofit organization. It's important to review and update these descriptions periodically to ensure they align with the organization's current needs and best practices in nonprofit governance.