

Urban Conservancy Nonprofit Board Job Descriptions

The primary roles of board members are as fiduciaries of the organization's mission and its resources; as ambassadors; and as strategic planners.

These descriptions were adapted from materials provided by Boardsource and other nonprofit support centers.

Board Member Job Description

AUTHORITY/RESPONSIBILITY: As a member of the board, a director acts in a position of trust for the community and is responsible for the effective governance of the organization

Specifically:

1. Regularly attends and participates in Board meetings and important related meetings
2. Makes a serious commitment to participate actively in Board work
3. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
4. Stays informed about board matters, prepares themselves well for meetings, and reviews and comments on minutes and reports
5. Gets to know other Board members and builds a collegial working relationship that contributes to consensus
6. Is an active participant in the Board's annual evaluation and planning efforts
7. Participates in fundraising

Board President Job Description

1. Is a member of the Board
2. Serves as the chief volunteer of the organization
3. Is a partner with the Executive Director (ED) in achieving the organization's mission
4. Provides leadership to the Board of Directors, who sets policy and to whom the ED is accountable
5. Chairs meetings of the Board after developing the agenda with the ED
6. Encourages Board's role in strategic planning
7. Appoints the chairpersons of committees, in consultation with other Board members
8. Serves ex officio as a member of committees and attends their meetings when invited
9. Discusses issues confronting the organization with the ED
10. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns
11. Reviews with the ED any issues of concern to the Board
12. Monitors financial planning and financial reports
13. Plays a leading role in fundraising activities
14. Formally evaluates the performance of the ED and informally evaluates the effectiveness of the Board members
15. Evaluates annually the performance of the organization in achieving its mission
16. Performs other responsibilities assigned by the Board

Vice President Job Description

QUALIFICATIONS/SKILLS: Has completed one year of board membership term and has an understanding of parliamentary procedure.

This position is typically a predecessor to the President position.

1. Is a member of the Board
2. Performs President responsibilities when the President cannot be available
3. Reports to the Board's President
4. Works closely with the President and other staff
5. Participates closely with the President to develop and implement officer transition plans.
6. Performs other responsibilities as assigned by the Board.

Board Secretary Job Description

MAJOR DUTY: Reviews/monitors and verifies accuracy of the meetings minutes, and circulates to all directors. Has signing authority on legal documents including checks and tax documents.

1. Is a member of the Board
2. Maintains records of the board and ensures effective management of organization's records
3. Manages minutes of board meetings
4. Ensures minutes are distributed to members shortly after each meeting
5. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings
6. Has an understanding of parliamentary procedure

Board Treasurer Job Description

REQUIREMENTS: Knowledge and skills in one or more areas of board governance: policy, finance, programs and personnel.

1. Is a member of the Board
2. Is sufficiently familiar with budgeting process and other fiscal matters of the organization to provide annual budget to the Board for members' approval
3. Ensures development and Board review of financial policies and procedures

Committee Chair Job Description

1. Is a member of the Board
2. Sets tone for the committee work
3. Ensures that members have the information needed to do their jobs
4. Oversees the logistics of committee's operations
5. Reports to the Board's President
6. Reports to the full Board on committee's decisions/recommendations
7. Works closely with the ED and other staff as agreed to by the ED
8. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes
9. Initiates and leads the committee's annual evaluation