

# Board member role description

**Organization** is looking for a board member. If you're reading this, we would love for you to consider joining our board; or, we'd deeply appreciate recommendations for potential board members.

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## About the organization

*Details of organization's vision and mission.*

**Organization** is structured as follows. *Details of entity structure, entity relationships, and entity org chart as necessary.*

**Organization** was incorporated on **incorporation date** and received its 501(c)(3) tax-exempt status on **tax-exemption date**. **Organization**'s EIN is **XX-XXXXXXX**. For more information, see **national or state database website**.

**Organization**'s current board members include *details of current board members*.

## Board member roles & responsibilities

### Time commitment

Annually, we expect board member activities to total approximately 30 hours. Related time commitments include:

- Quarterly board meetings (8 hours)
- Preparation for meetings (up to 12 hours)

- Review of end-of-year-filings (3 hours)
- Ad-hoc reviews and meetings (6 hours)

For more information on the roles and responsibilities of board members, see the National Council of Nonprofits's resource on [Board Roles and Responsibilities](#).

## Compensation

Board members of 501(c)(3) nonprofit organizations ("directors") are generally not compensated for their work. Directors may claim legitimate expenses while engaged in director activities. However, if receiving compensation for this position would allow you to take the role, **Organization** may consider compensation of up to \$10,000 per year.

## Location

Remote, but the organization is based in **location**.

## Who we're looking for

Board members have significant responsibilities and control over the entities they govern. **Organization** is keen to ensure that our team is empowered to do our best work, while having a robust and compliant governance structure to provide valuable oversight of the Executive Director and **Organization** as a whole.

We're looking for board members who have all of the essential attributes listed below. We're especially excited about board members who also have some of the desired attributes.

## Essential attributes

- You understand, and are aligned with, **Organization**'s mission.
- You have experience in a specialism that benefits the board, such as: accounting, law, finance, communications, risk management, leadership, and/or governance.
- You're trustworthy with high levels of integrity.
- You have strong communication skills.
- You're able and willing to commit approximately 30 hours per year to your board duties.

## Desired attributes

- You have 10+ years of professional experience.

- You have experience being a board member, trustee, or director of an organization, or similar governance experience.
- You have deep knowledge about **Organization**'s activities, including **details of activities**.

## Our activities & achievements

**Organization**'s main activities are: **details of activities**.

**Organization** has achieved: **details of achievements**.

## Application process

Interested candidates should fill in **this form** by **deadline**. In order to assess the candidates, we will invite successful candidates to a short screening call.

If you have any questions or thoughts, please reach out to **info@organization.org**.