

[Organization Logo or Letterhead]

BOARD MEMBER JOB DESCRIPTION

The mission of _____ is to _____

Board Members for [Organization] are expected to attend scheduled board meetings [board meeting schedule], committee meetings as assigned, as well as participate outside the boardroom as an ambassador for the organization. The overall time commitment is [breakdown by hours/month or year].

[Organization's] board values [organization wide values and board specific values], and board members are expected to model this both in and out of the boardroom. We seek board members that embody [additional characteristics and values].

Legal Responsibilities

Board members are required to perform the duties of loyalty, care, and obedience. This includes stewarding the ethical, legal, and financial health of the organization, in accordance with Montana Code Annotated 35-2, the Montana Nonprofit Corporation Act. Board members must also act in accordance with all organizational governance policies.

Expectations

Board members are expected to:

- Prepare for and prioritize attendance at board meetings. Notify board chair of any necessary absences. [Note board absence policy for removal]
- Serve on [number of required] committee(s).
- Regularly review and update organizational and board policies.
- Make a personal donation to the organization at a meaningful level.
- Serve as an organizational ambassador at events and within the community as requested. [Add any specific events or ambassador roles here].

Organizational Stewardship

- Approve and actively support the organization's mission and review management's performance in achieving it.
- Guide strategic and long-term planning. Annually assess the ever-changing environment and approve the organization's strategy to be responsive.

- Annually review and approve the organization’s funding plans, financial goals, and budget, assuring the financial structure of the organization will adequately support its current needs and long-term strategy.
- Approve major actions of the organization including capital expenditures over [*board oversight amount*] and major changes in programs and services to ensure alignment with the mission and board approved strategic plan.
- Assist with fundraising as needed.
 - Consider board engagement menu
 - List specific tasks (writing thank you notes in December, coffee talks with donors in February)

Board Stewardship

- Take an active role in the board recruitment, onboarding, education, and training process.
- Review committee charters and activity, planning for committee recruitment and onboarding.
- Annually review the performance of the board, (including its composition, organization, and responsibilities), and take steps to improve its performance.
- Annually evaluate your own performance on the board.

Executive Oversight

- Regularly communicate with the executive director on matters of concern to the executive and/or board.
- Annually evaluate performance of executive director to establish compensation in accordance with executive review and compensation policies. Dismiss the executive director should they fail to meet agreed upon performance expectations.
- Support the executive director in developing emergency and planned succession strategies.

If you are interested in serving on [*Organization’s*] Board, please contact [*contact*].