

Board Basics

BOARD MEMBER JOB DESCRIPTION

POSITION: TRUSTEE
SALARY GRADE: VOLUNTEER
REPORTS TO: COMMUNITY

THE BOARD OF TRUSTEES IS THE CHIEF ELECTED/APPOINTED BODY OF THE ORGANIZATION. THE BOARD REPRESENTS THE COMMUNITY (MEMBERS OR CONSTITUENTS) INTEREST IN THE ORGANIZATION AND HOLDS OWNERSHIP OF THE ASSETS OF THE ORGANIZATION. THE BOARD IS THE POLICY SETTING BODY OF THE ORGANIZATION AND SERVES AS ADVISOR TO THE EXECUTIVE DIRECTOR.

AUTHORITY

All power of the board is a joint and collective power, which exists only when board members act together as one body. Individual board members have no power, except that granted by the full Board through the Bylaws, Policy or by resolution.

RESPONSIBILITIES

- In general, the Board is responsible for everything in and about the organization.
- Plan for the future of the organization.
- Hire a professional Executive Director and delegate management to her/him.
- Write policy to set limits and define how the organization will operate.
- Monitor and evaluate outcomes of the long-range plan, executive performance, board policies, financial stability and outcomes of programs and services.
- Advocate for the organization.

HUMAN RESOURCES

1. Recruit new board members, recognize and nurture existing board members and provide existing board members opportunities for leadership growth.
2. Hire, terminate, discipline, evaluate and hold the Executive Director accountable to carry out appropriate management of programs and services.
3. Support the Executive Director.
4. Ensure uninterrupted management succession.

PLANNING

- Establish and review the mission/philosophy and goals of the organization.
- Plan which major services/programs will be provided by the organization.
- Evaluate the services/programs and operations on a regular basis.



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