

Board Member Job Description

ABC Inc.

Mission

ABC's mission is...

Vision

ABC's vision is...

Values

Our values are...

Position

The Board will support the work of ABC and provide mission-based leadership and strategic governance. While day-to-day operations are led by ABC's Executive Director, the Board-Executive Director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

Leadership, Governance and Oversight

- Determine the mission and purpose of ABC and advocate for them
- Ensure effective organizational planning and actively participate in an overall planning process
- Serve as a trusted advisor to the Executive Director as s/he implements ABC's strategic plan and organizational goals
- Review outcomes and metrics created by ABC for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics
- Ensure adequate financial resources for ABC to fulfill its mission by actively, consistently and strategically advocating for ABC's mission
- Ensure strong fiduciary oversight and financial management including approval of ABC's annual budget, audit reports, and material business decisions as well as ensuring that proper financial controls are in place
- Be informed of, and meet all legal and fiduciary responsibilities
- Select and annually conduct a performance evaluation of the Executive Director
- Build and sustain a competent board by identifying and recruiting other Board Members, orienting new board members and annually evaluating board performance
- Enhance ABC's organizational standing by representing ABC to stakeholders and acting as an ambassador for the organization

- Ensure ABC's commitment to a diverse board and staff that reflects the communities ABC serves

Fundraising

ABC Board Members will consider ABC a philanthropic priority and make annual gifts that reflect that priority. So that ABC can credibly solicit contributions from foundations, organizations, and individuals, ABC expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity.

Board Member Expectations

- Know ABC's mission, policies, programs and needs
- Faithfully read and understand ABC Inc.'s financial statements
- Serve as active advocates and ambassadors for ABC and fully engage in identifying and securing financial resources and partnerships necessary for ABC to advance our mission
- Leverage connections, networks, and resources to develop collective action to fully achieve ABC's mission
- Prepare for, attend and actively participate in board meetings
- Serve on one or more committees

Board Terms/Participation

ABC Board Members will serve a three-year renewable term.