

## **Not-for-profit or charity board member job descriptions and guidelines**

Every board member of a not-for-profit or charity should have an agreed job description which should include:

**Title.**

**Function,** including overall role, purpose and authority of the position.

**Duties and responsibilities** as applicable to every member of that board and the specific position.

**Qualifications and requirements.** Expectations including time, meeting attendance, committee involvement, financial contribution, relationships within the board, public visibility etc. Qualifications, skills and knowledge needed to fulfil the position.

**Outcomes.** Results for which the position is accountable, and to whom the position is accountable.

**Orientation and Training,** Hours required initially and annually and topics to be covered.

**Term anticipated.**

**Evaluation.** How performance will be determined and whether evaluation will be provided.

**Benefits.** Experience, satisfaction, liability insurance, reimbursement of expenses, professional references, etc.

**Approval.** Record of the date on which the job description has been approved by the candidate and the board, and when scheduled for review.

### **Duties typically applicable to all board Members.**

1. Understand and demonstrate commitment to the organization's mission and programs
2. Keep up to date with issues and trends affecting the organization.
3. Contribute materials in advance if required.
4. Attend board and committee meetings regularly. having read agendas, minutes, report and other documentation attentively and submitted materials as required.
5. Contribute skills and knowledge by participating constructively, enquiries when clarification or more information is needed.
6. Understand and monitor the organization's financial, legal and legislative affairs.
7. Interact honestly and respectfully with others in the organization and with others when representing the organization avoiding any potential conflicts of interest.
8. Understand and maintain confidentiality
9. Complete work and reporting on time.

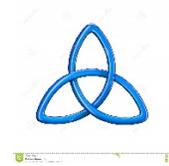


**Typical duties of a board Chair.** The Chair of the board will usually fulfil the following duties and responsibilities.

1. Serves as the chief volunteer of the organization.
2. Provides leadership to the board and ensures accountability.
3. In primarily volunteer organizations, manages other volunteers.
4. Develops agendas for meetings (with CEO if applicable). Chairs board meetings. Ensures that Board matters are handled properly, guides and mediates board actions related to organizational priorities and governance.
5. Manages recruitment and orientation of new board members, evaluates performance of board members, handles issues regarding their performance,
6. Recommends, to the board, what committees to establish. Seeks volunteers for committees, co-ordinates individual board member assignments. Appoints committee chairs in consultation with other board members. Is ex-officio member of all committees, attends meetings when invited. Ensures committees function correctly.
7. Monitors financial planning and reporting.
8. Establishes search and selection committee if the board decides to hire a CEO. Recommends, to the appropriate committee, a remuneration and benefits package for the CEO. Works with the CEO in achieving the organization's goals, and holds CEO accountable. Evaluates the CEO's performance.
9. Annually evaluates the performance of the organization in achieving its mission and objectives, and review governance including board structure, role and relationship, if applicable, to management.
10. Represents the organization to the community including the media.

**Typical duties of a board Vice-Chair.** The Vice-Chair of the board will usually fulfil the following duties and responsibilities.

1. Undertake the work of the Chair in her/his absence
2. Report to and work closely with the Chair to assist with his/her duties
3. Undertake specific roles or tasks as assigned by the Chair, such as responsibility for membership, personnel, annual events, communications etc.



**Typical duties of a board Treasurer.** The Treasurer of the board will usually fulfil the following duties and responsibilities.

1. Manage the finances of the organization, including the board's review of action related to financial responsibilities
2. Ensure that appropriate financial reports are made available to the board
3. Regularly report to the board on key financial events, trends, concerns and fiscal health
4. Provide annual budget to the board for members' approval
5. Ensure development and board review of financial procedures and systems
6. Chair the Finance Committee and prepares agendas
7. Recommend to the board whether the organization should have an audit
8. Assist in selection of an auditor, if needed, and meets with him/her annually

**Typical duties of a board Secretary.** The Secretary of the board will usually fulfil the following duties and responsibilities.

1. Maintains records of the board and the organization
2. Manages distribution of the minutes of board meetings and their timely distribution
3. Notes applicability of legalities (articles, by-laws etc) appropriately during meetings

**Typical duties of a Committee Chairperson.** The Chair of a Committee will usually fulfil the following duties and responsibilities.

1. Plans and oversees the logistics of committee operations, assigns work to members and ensures they have the tools needed for their tasks
2. Reports to the Chair
3. Sets the agenda for, and runs, committee meetings, ensures that meetings are minuted and minutes distributed promptly, presents committee decisions/recommendations to the Board.
4. Evaluated committee effectiveness in reaching goals and objectives.