

BOARD MEMBER JOB DESCRIPTION

As a member of a nonprofit Board, you have several really important responsibilities. Make sure you're ready to give 100% to these.

- Attend Board meetings. If you must miss, let someone know ahead of time that you'll be absent. Afterward, find out what you missed.
- Read materials provided to you and make an effort to understand them, particularly the organization's financial reports.
- Treat confidential information appropriately.
- Bring your skills and talents to the table.
- Serve on a committee.
- Respect staff and their time.
- Make a personal donation (preferably one of your top charitable gifts for the year).
- Help raise money for the nonprofit.
- Open doors and set up meetings with donors and prospects.
- Help thank donors and build relationships.
- Invite potential donors to organizational activities.
- Talk positively about the organization in public.
- Learn about the mission of the organization and be able to share it.
- Disclose any potential conflicts of interest.
- Speak up during a Board meeting if something bothers you.
- Check your ego and personal agenda at the door.
- Keep the best interest of the organization at the forefront of your mind at all times.
- Understand the difference between your role as a Board member and an organizational volunteer.
- Participate in strategic and operational planning for the nonprofit.
- Continue your own education to become a great Board member.