



Board of Directors: Job Description

RESPONSIBILITIES

- **Determine the organization's mission and purpose.** It is the Board's responsibility to collaborate with the staff to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
- **Select the chief executive.** The Board must reach consensus on the chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position.
- **Provide proper financial oversight.** The Board must approve the annual budget and ensure that proper financial controls are in place.
- **Ensure adequate resources.** One of the Board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.
- **Ensure legal and ethical integrity and maintain accountability.** The Board is ultimately responsible for ensuring adherence to legal standards and ethical norms.
- **Ensure effective organizational planning.** The Board must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
- **Recruit and orient new Board members and assess Board performance.** The Board has a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.
- **Enhance the organization's public standing.** The Board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.
- **Determine, monitor, and strengthen the organization's programs and services.** It is the Board's responsibility to determine which programs are consistent with the organization's mission and to monitor their effectiveness.
- **Support the chief executive and assess his or her performance.** The Board must ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization.

Richard T. Ingram, [The Ten Basic Responsibilities of Nonprofit Boards](#) (BoardSource 2003).





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EXPECTATIONS AND COMMITMENTS

- Each member of the board shall make an annual cash donation to the organization. Board members are expected to give to the best of their means, at a level they would consider generous.
- Attend and be prepared for Board and committee meetings.
- Be an active member in at least one Board committee.
- Attend special events hosted by Shepherd's.
- Attend and participate in the Board's annual retreat.
- Participate in an annual assessment of the Board's performance.
- Participate in an annual assessment of the Executive Director's performance.
- Be informed and share your knowledge with the public about Shepherd's mission, vision, values, programs and services.
- Maintain open and constructive communication, and follow the proper lines of communication, as outlined in the Board Handbook.
- Preserve confidentiality regarding Shepherd's business operations, clients, and donors.
- Avoid conflicts of interest or the appearance of conflicts of interests.
- Actively recruit new Board members and/or committee members.
- Attend a non-profit Board training/seminar/refresher course at least once per year.

