

Sample board job description

Adapted from *Great Boards for Small Groups*
by Andy Robinson, Emerson and Church, 2006

What board members provide	What board members can expect in return
1. I will give my best effort to “hit the ground running” when beginning my service with the board.	1. The organization will provide me with a full orientation, including background information on work accomplished to date.
2. I will learn about the organization’s mission and programs, and be able to describe them accurately.	2. The organization will provide me with relevant materials and education.
3. I understand that the board meets ___ times per year, plus one annual full-day retreat. I will do my best to attend each meeting, with the understanding that three consecutive unexcused absences will be considered resignation from the board.	3. I expect that board meetings will be well run and productive, with a focus on decision-making and not merely reporting. I understand that agendas will be distributed at least one week in advance. If I wish to add items to the agenda, I will contact the chair at least two weeks in advance.
4. I accept fiduciary responsibility for the organization and will oversee its financial health and integrity.	4. I expect timely, accurate, and complete financial statements to be distributed at least quarterly, one week in advance of the relevant board meeting. I also expect to be trained to read and interpret these financial statements.
5. I will provide oversight to ensure that our programs run effectively.	5. I expect monthly reports from the executive director, program updates, press clippings, etc.
6. I accept ethical responsibility and will help to hold fellow board members and the executive director (and, by extension, the full staff) to professional standards.	6. The organization will provide me with relevant training.
7. I will serve as an ambassador to the community to educate others and promote our work.	7. I will need materials and may need training (public speaking, etc.) to do this job effectively.
8. I commit to increasing my skills as a board member.	8. The organization will provide me with appropriate training and support.
9. I will participate in fundraising to ensure that our organization has the resources it needs to meet its mission. I commit to making a personal donation; our organization will be one of the top three charities I support each year that I am on the board.	9. I will be able to choose from a range of fundraising activities, and I expect relevant training and support to help me fulfill my obligations. I will have the option of fulfilling my personal pledge in monthly or quarterly installments, if I so choose.
10. I will evaluate the performance of the executive director.	10. This evaluation will be based on goals developed jointly by the board and the E.D.

Board member signature

Date

Board chair signature

Date

Fundraising: Who Does What?

<u>Development Director</u>	<u>Executive Director</u>	<u>Board Members</u>	<u>Volunteers</u>
1. Draft fundraising goal, budget, plan	Review and revise goal, budget, plan	Review, revise and approve goal, budget, plan	-----
2. Create and manage fundraising calendar	Understand fundraising calendar	Understand fundraising calendar	-----
3. Donate money	Donate money	Donate money	Donate money
4. I.D. prospects; coordinate and compile prospect research	I.D. prospects	I.D. prospects	I.D. prospects
5. Prepare fundraising letters	Approve and sign letters	Sign letters	Sign letters
6. Coordinate solicitors; solicit prospects	Solicit prospects	Solicit prospects	Solicit prospects
7. Thank donors; coordinate thank yous	Thank donors	Thank donors	Thank donors
8. Oversee donor database	Know how to use database	-----	-----
9. Coordinate fundraising events	Participate in fundraising events	Organize fundraising events	Organize fundraising events
10. Manage fundraising expenses	Oversee fundraising expenses	-----	-----
11. Conduct proposal research; manage funder relations; write proposals	Participate in funder relations; oversee proposals	Participate in funder relations; approve grant-funded projects	-----



2006-2007 Development “Menu of Opportunities”

NAME: _____

We All Set the Table Together

I will contribute ____ names and addresses from my Rolodex (snail mail and e-mail)
for these folks to receive a solicitation and newsletter

I will make 25 calls as part of a giving-season major donor campaign

I will make a significant gift

This is “all-you-can-eat”, so please circle as many items as you like—at least one per category.

Appetizers

Bring Grassroots’ educational and promotional materials to the conferences I attend. Distribute them, collect business cards or names on a sign up sheet and deliver them to Grassroots

Speak on Grassroots’ behalf in a community or business forum

Write for Grassroots’ electronic newsletter

Entrées

Host a House Party or work with a friend, neighbor or colleague to host one

Forward Grassroots’ e-appeals to my e-lists

Recruit new board members with fundraising capacity and connections

Desserts

Make thank you calls to donors

Visit ____ major donors in my city and during my travels

Secure speaking engagement for Grassroots at a strategic venue



Board of Directors

“2006 Menu of Opportunities”

This is an “all-you-can-eat” menu!

Please circle as many items as you like—but at least one per category.

NAME: _____

Appetizers

- Provide names of donor prospects
- Attend and mingle with donors on a “Real Ohio” Tour
- Invite donors to attend “Real Ohio” Tours
- Sign & personalize letters to current and prospective donors
- Attend and mingle with donors at a House Party
- Help to develop a plan to solicit major gifts
- Advocate for OEC and serve as an enthusiastic community relations representative (be an ambassador)
- Write a newsletter article for the *Watch!*

Entrées

- Make a significant gift
- Include the OEC in your estate plan
- Host a House Party
- Accompany staff on visit to major donor
- Make thank you calls to donors
- Recruit Annual Reception sponsors
- Recruit new board members with capacity and connections

Desserts

- Help gain access to workplaces for Earth Share
- Promote and attend OEC Lobby Day
- Collect other organizations’ annual reports, donor lists & programs
- Promote and attend OEC Annual Reception and mingle with donors
- Acquire or donate silent auction item donations for Annual Reception
- Forward emails and newsclips featuring OEC to current and prospective donors