

Sample Board Member/Trustee Job Descriptions

Each board member of the organization shall be responsible for:

- Fully understanding and committing to the mission, goals, and objectives of the organization.
- Fully understanding the roles and responsibilities of the Board of Directors.
- Fully understanding the roles and responsibilities of the staff.
- Fully understanding the day-to-day activities of the organization.
- Preparing for and attending all meetings of the Board of Directors. Section ____, Article ____ of the Bylaws specifies that unexcused absence from ____ meetings of the Board may result in the removal of the individual from the Board.
- Serving on Board committees and sub-committees as appointed or elected.
- Providing general advice and assistance to the organization upon request by Board members and/or staff.
- Providing reports, materials, and other items associated with Board responsibilities and activities in a timely manner.
- Informing the Board of all actual and potential conflicts of interest relating to the general purposes and activities of the organization and to specific issues before the board.
- Other responsibilities as requested by the Board of Directors, the Board Chair, or other officers of the Board.

Trustee Job Description

Trustees act as voting members of the Board with full authority and responsibility to develop policies, procedures and regulations for the operation of the Foundation, and monitor the Foundation's financial health, programs and overall performance.

Policy

- to make a final determination and vote on the strategic plan for the Foundation and evaluate the Foundation's performance in accomplishing its mission on an annual basis;
- to review, discuss and vote on program committee guidelines, and to vote on all grant submissions for funding;
- to develop policies for the operation of the program committees, and to develop policies for trustee participation on the Board.

Personnel

- to hire the executive director, determine performance standards, and evaluate performance on an annual basis;
- to review and approve personnel policies.

Finance

- review and approve the Foundation's annual budget;
- on an annual basis, to review and approve a spending policy (determining the amount of money that will be available for grantmaking) for the Foundation, and an investment policy, that fulfill the mission and goals of the foundation;
- oversee the work of the Finance Committee in defining investment goals, monitoring the management of investments and adhering to tax requirements.

The Responsibilities of the Trustees are:

1. To evaluate on a regular basis:

- a. The organization's effectiveness in accomplishing its mission;
- b. The role and performance of the Executive Director on an annual basis;
- c. The effectiveness of the allocation of resources;
- d. The effectiveness of individual Trustees and of the Board of Trustees as a whole;
- e. Whether the _____ Foundation should continue as an organization.

2. To establish and oversee:

- a. Institutional policies including but not limited to a policy of non-discrimination;
- b. Personnel policies;
- c. Systems for fiscal accountability.

3. To take responsibility for planning by:

- a. Ensuring that there is a mission statement;
- b. Ensuring that there is a strategic plan;
- c. Overseeing the implementation of the strategic plan.

4. To oversee the acquisition and allocation of funds by:

- a. Defining investment goals;
- b. Monitoring the management of investments;
- c. Approving the foundation's overall program plan.