

XYZ Org Board of Directors' Responsibilities and Duties

Responsibilities

The Board of Directors of XYZ Org is responsible for defining and pursuing the mission of XYZ Org and ensuring that it fulfills that mission in an effective and efficient manner.

Duties

In executing his or her responsibilities, the board member performs the following duties:

Oversight

- Participates in the employment and management of the Executive Director
- Participates in ongoing reviews to ensure efficient and effective operation of XYZ Org
- Attends and participates in at least 75% of monthly board meetings
- Serves on at least one board committee

Outreach, Fundraising and Finance

- Interprets the organization's work and values to the community, represents the organization, and acts positively as a spokesperson
- Participates in fund-raising activities to ensure the availability of funds necessary to carry out the mission of the organization
- Makes an annual financial contribution to the organization at a level meaningful to the board member
- Approves the organization's annual budget, and exercises financial oversight to ensure that funds are obtained, expended, and accounted for according to policies and the highest level of accepted business practice

Policy-Making

- Participates in developing and refining the goals of XYZ Org, including the periodic development of a strategic plan aimed at the long-term success of the organization
- Participates in the development and implementation of policies consistent with the mission of XYZ Org

All members of the Board of Directors of XYZ Org have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. We ask board members to believe in the purpose and the mission of the organization, and to act responsibly and prudently as its steward.

As part of your responsibilities as a board member, we will ask you to:

1. Serve on at least one board committee, and attend at least 75% of board meetings, committee meetings, and special events. Virtual attendance is an option.
2. Contribute at least two ideas for increasing visibility, speaking or networking opportunities, and/or suggest individuals who may be interested in volunteering/supporting the XYZ Org each month.
3. Dedicate at least 4 hours a month to supporting XYZ Org activities.
4. Make a personal financial contribution at a level that is meaningful to you.
5. Actively participate in building support for the organization at one or more fundraising activity or event per year.
6. Demonstrate a strong commitment to the XYZ Org, act in the best interests of the organization, and excuse yourself from discussions and votes where you have a conflict of interest.
7. Stay informed about what's going on in the organization and ask questions and request information.
8. Participate in and take responsibility for making decisions on issues, policies and other board matters.
9. Work in good faith with staff and other board members as partners towards achievement of our goals.

In turn, the organization will be responsible to you in several ways:

1. You will be sent, without request, regular financial reports and an update of organizational activities that allow you to meet the “prudent person” standards of the law.
2. Opportunities will be offered to you to discuss with the co-directors and the board president the organization’s programs, goals, activities, and status.
3. The organization will help you perform your duties by keeping you informed about issues in our industry and field, and offer you opportunities for professional development as a board member.
4. Board members and staff will respond in a straightforward fashion to questions to carry out your fiscal, legal and moral responsibilities to this organization. Board members and staff will work in good faith towards achievement of our goals.

I understand and agree with these responsibilities.

Signature

Printed Name

Date