

D – How To Develop A Director's Job Description

How to Develop a Board Member's Job Description

Many board members serve for months before they really understand what they are supposed to do. This confusion can waste valuable time and energy for your organization. Clearly written job descriptions cut through the confusion.

The first job description to develop is for the general board member. This job description applies to every member of the board.

The following categories and questions can be used to guide you in the development of a general job description for your board members. Remember, once the contents are agreed upon, the job description must be approved by the board.

Position	What is the job title?
Authority	What authority does the position have?
Responsibility	To-whom is the position accountable? What are the broad areas of responsibility?
Term	How are board members elected and for how long? How do board members leave the board?
General Duties	What are the typical duties board members are responsible for?
Evaluation	How will board members effectiveness be assessed?
Review Date	When will this job description be reviewed?
Approval Date	When was it last approved?
Qualifications & Skills job?	What specialized or practical skills are needed to do the What human relation skills (e.g. communication, problem-solving) are needed?
Benefits	What benefits can a board member expect to receive? (e.g. satisfactions of making a difference in the community; opportunity to work with individuals of diverse backgrounds; development of effective decision-making skills; increased understanding of group dynamics and relationships)
Time & Financial Requirements	What is a realistic estimate of the time required to be a board member? What will it cost to be a board member?

Adapted from Board Development Developing Job Descriptions for Board Members of Nonprofit Organizations - A Self-Guided Workbook -The Muttart Foundation.