

## Developing a Job Description for Prospective Board Members

When developing a job description for new board members, consider including the following:

### Term

- How long is the recruit expected to sit as a board member?
- Can the term be extended?
- Under what circumstances can a board member be removed (check if this is included in your bylaws)?

### Expectations

- How often are board meetings held; under what circumstances can a member be excused from attending; what is the expectation regarding attending annual meetings & conferences, especially if significant travel is required?
- What type of preparation is expected prior to meetings?
- On what type of committees are they expected to serve? Are they expected to fundraise? Chair a committee? Plan events? Prepare a brief? Speak to media?
- Do they report to anyone on the board?
- What are members allowed to do on their own authority?
- Are there any duties in managing staff?

### Time Required

- How many hours per day, week, month?
- How long does it take to prepare for meetings?
- What is the minimum time required for committees or special task forces?

### Financial & Legal Obligations

- What is the member expected to pay for on their own? What costs are covered?
- Do board members provide sponsorships, raise funds?
- For what are board members legally accountable?
- Does the board have directors insurance?

### Skills needed

- What general abilities does the board member need? Oral and written communication, working on a team, and ability to solve problems are just a few to consider.
- Are there special skills to fill in the gaps on your board such as planning ability, financial management, fund raising, knowledge of policy and procedure or board roles & responsibilities?
- What are the specific skills that you need to move forward with your strategic plan? Social media? Marketing? Experience in planning events?

Many skills can be learned, but there are certain qualities that are natural to the individual that you want on your board including understanding and being committed to your goals and directions, having a willingness to give of their time and talent for your organization, thinking clearly and cautiously about issues and working well with others .