

# Board Member Checklist

This list is a generalized job description for all board members. (Job descriptions for specific board positions such as president or vice-president, define additional responsibilities.) Check your willingness to accept these responsibilities.

## 1. Knowledge and Preparation

- Educate myself on the agency, its history, goals, clients, staff, current situations, problems and needs.
- Keep abreast of national, provincial and local trends that affect the agency and its clients.
- Educate myself on the role and responsibility of the board as a whole, as well as individual board members.

## 2. Participation

- Participate in the tasks of the board.
- Be an enthusiastic and knowledgeable voice for the agency.
- Serve actively on at least one committee; understand how committees relate to the board.
- Act as an advocate for the agency, if agreed-upon by the board.
- Participate in discussions at meetings; ask probing questions and seek relevant answers before voting.
- Report to the board, in written or verbal form, as appropriate.
- Recognize my role as a member of a team.

## 3. Time Commitment

- Attend board orientation and training.
- Attend board meetings, committee meetings and general membership meetings.
- Do assigned work between meetings, including preparing for meetings by reading reports and background material.

## 4. Constraints

- Support board decisions once they are made, (even if I voted against the decision) or resign if I cannot.
- Avoid any possibility of conflict of interest.
- Understand the difference between the roles of the board and the staff; don't attempt to do a staff's job, or let them do mine.

Adapted from: *Gaining Momentum For Board Action*  
Arty Trost/Judy Rauner