

WRITING JOB DESCRIPTIONS FOR THE BOARD

Consider the following questions when preparing to write a job description for board directors.

1. What is the organization's philosophy about the role of the board director?
2. What organizational goal(s) will the board director be expected to help achieve?
3. To what expectations will the board director be held (e.g., attendance at a specified number of meetings, a financial contribution, committee participation)?
4. Within what policies will the board director be expected to work (e.g., miss three meetings and the person will be asked to resign)?
5. What qualifications should the board director have in order to carry out his/her responsibilities?
 - Skills
 - Experience
 - Personality characteristics
 - Affluence
 - Influence
 - Other
6. How much of a time commitment will be required of the person that accepts a board slot?
 - Number of hours per month for board meetings, committee meetings, outside assignments
 - Attendance at organizational functions
 - Length of term
7. What will the organization provide to the board director to make goal accomplishment easier?
 - An orientation
 - Ongoing board education
 - Fees to attend conferences related to board roles and responsibilities
 - Community education opportunities
 - Access to resources
 - Other
8. How, and how often, will the board director's work be evaluated?
9. How large is the organization's staff? (If it is very small, the job description will have to be broad. If it is large, the job description can be narrower.)