

Board Officer Job Description Sample

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Board Chair

Role

The Board Chair shall lead the Board of Directors in all of its activities and ensure it meets its obligations and fulfills its governance responsibilities.

Responsibilities [ensure responsibilities identified in the organization's Bylaws are also captured]

1. Preside over Board, Executive Committee and members meetings with agendas prepared in collaboration with the Executive Director.
2. Ensure the Board performs a governance role that respects and understands the role of management.
3. Ensure the Board and individual Board members receive appropriate education to carry out their role.
4. Ensure the Board prepares and implements an annual workplan that is consistent with the organization's strategic directions, mission and vision.
5. Ensure the work of Board committees aligns with the Board's role and annual workplan and does not duplicate work at the Board level.
6. Appoint the chairpersons of committees, in consultation with other Board members.
7. Serve as an ex-officio member of Board committees.
8. Ensure Board succession through processes to recruit, select and train Board members.
9. Oversee the Board's evaluation processes and as required, provide constructive feedback to individual Board members.
10. Maintain a constructive working relationship with the Executive Director and as required, provide advice and guidance.
11. Lead the establishment of performance objectives and conducting of a performance appraisal for the Executive Director annually or biennially.
12. Act as the official spokesperson for the Board, report to the members at the Annual General Meeting and represent the organization in the community and to its various stakeholders.
13. Maintain effective relationships with Board members, management and stakeholders.
14. Ensure the Board's governance structures and processes are reviewed, evaluated and revised from time to time.
15. Performs other duties as determined by the Board from time to time.

Requirements

1. Commitment to the vision, mission, values and work of the organization.
2. Knowledge and skills in one or more areas of Board governance including policy, finance, programs, human resources, fundraising and community relations.
3. Proven leadership skills.
4. Good facilitation and communication skills.
5. Participation on at least one committee, including attendance at meetings.
6. Participation in monthly and other Board meetings.
7. Participation in the Annual General Meeting (AGM) and other meetings of the membership.
8. Support of [insert organization's name] and related events.
9. Support of and participation in fundraising activities.
10. Availability to serve the required term of office of [insert #] years to a maximum of [insert #] years.
11. Experience serving on a Board of Directors, an asset.

Amendment

The Board Chair job description shall be reviewed annually by an appropriate committee and recommended changes will be presented to the Board for approval.

Approved by Board of Directors: [insert date]

Reviewed by Board of Directors: [insert date]

Board Vice-Chair

Role

The Board Vice-chair shall provide continuity of leadership when the Board Chair is absent or unable or refuses to act.

Responsibilities [ensure responsibilities identified in the organization's Bylaws are also captured]

1. Assume the responsibilities of the Board Chair when the Chair is absent or unable or refuses to act.
2. Serve on the Executive Committee.
3. Chair at least one Board committee.
4. Maintain a constructive working relationship with the Board Chair and Executive Director and as required, provide advice and guidance.
5. Performs other duties as determined by the Board or Executive Committee from time to time.

Requirements

1. Commitment to the vision, mission, values and work of the organization.
2. Knowledge and skills in one or more areas of Board governance including policy, finance, programs, human resources, fundraising and community relations.
3. Proven leadership skills.
4. Good facilitation and communication skills.
5. Participation on at least one committee, including attendance at meetings.
6. Participation in monthly and other Board meetings.
7. Participation in the Annual General Meeting (AGM) and other meetings of the membership.
8. Support of [insert organization's name] and related events.
9. Support of and participation in fundraising activities.
10. Availability to serve the required term of office of [insert #] years to a maximum of [insert #] years.
11. Experience serving on a Board of Directors, an asset.

Amendment

The Board Vice-Chair job description shall be reviewed annually by an appropriate committee and recommended changes will be presented to the Board for approval.

Approved by Board of Directors: [insert date]

Reviewed by Board of Directors: [insert date]

Board Secretary

Role

The Board Secretary shall ensure the maintenance of records, minutes and legal documents of the Board.

Responsibilities [ensure responsibilities identified in the organization's Bylaws are also captured]

1. Attend and be the secretary of meetings of the Board, Executive Committee and members.
2. Review minutes of meetings of the Board, Executive Committee and members for accuracy when such minutes are taken by someone delegated to do so.
3. Ensure appropriate distribution of minutes after meetings of the Board, Executive Committee and members.
4. Enter or cause to be entered in the organization's records minutes of all proceedings at meetings of the Board, Executive Committee and members.
5. Give or cause to be given, as and when instructed, notices to members, directors, officers, auditors and members of committees.
6. Be familiar with legal documents to note applicability during meetings, e.g. Articles of Incorporation and Bylaws.
7. Be the custodian of the corporate seal and of all books, papers, records, correspondence, and documents belonging to the organization, except when some other officer or agent has been appointed for that purpose.
8. Assume the responsibilities of the Board Chair when the Chair or Vice-chair is absent or unable or refuses to act.
9. Serve on the Executive Committee.
10. Maintain a constructive working relationship with the Board Chair and Executive Director and as required, provide advice and guidance.
11. Performs other duties as determined by the Board or Executive Committee from time to time.

Requirements

1. Commitment to the vision, mission, values and work of the organization.
2. Knowledge and skills in one or more areas of Board governance including policy, finance, programs, human resources, fundraising and community relations.
3. Good writing and communication skills.
4. Participation on at least one committee, including attendance at meetings.
5. Participation in monthly and other Board meetings.

6. Participation in the Annual General Meeting (AGM) and other meetings of the membership.
7. Support of [insert organization's name] and related events.
8. Support of and participation in fundraising activities.
9. Availability to serve the required term of office of [insert #] years to a maximum of [insert #] years.
10. Experience serving on a Board of Directors, an asset.

Amendment

The Board Secretary job description shall be reviewed annually by an appropriate committee and recommended changes will be presented to the Board for approval.

Approved by Board of Directors: [insert date]

Reviewed by Board of Directors: [insert date]

Board Treasurer

Role

The Board Treasurer shall ensure the financial integrity of the organization.

Responsibilities [ensure responsibilities identified in the organization's Bylaws are also captured]

1. Oversee the keeping of full and accurate books of account and accounting records.
2. Participate in the preparation and monitoring of an annual budget.
3. Provide [insert frequency, e.g. monthly or quarterly] reports to the Board and an annual report to the members on the financial health of the organization.
4. Ensure the Board's financial policies are being followed.
5. Ensure accounts are audited annually by an independent accounting firm.
6. Chair the Finance Committee.
7. Serve on the Executive Committee.
8. Maintain a constructive working relationship with the Board Chair and Executive Director and as required, provide advice and guidance.
9. Performs other duties as determined by the Board or Executive Committee from time to time.

Requirements

1. Commitment to the vision, mission, values and work of the organization.
2. Knowledge and skills in one or more areas of Board governance including policy, finance, programs, human resources, fundraising and community relations.
3. Good financial management skills.
4. Participation on at least one committee, including attendance at meetings.
5. Participation in monthly and other Board meetings.
6. Participation in the Annual General Meeting (AGM) and other meetings of the membership.
7. Support of [insert organization's name] and related events.
8. Support of and participation in fundraising activities.
9. Availability to serve the required term of office of [insert #] years to a maximum of [insert #] years.
10. Experience serving on a Board of Directors, an asset.

Amendment

The Board Treasurer job description shall be reviewed annually by an appropriate committee and recommended changes will be presented to the Board for approval.

Approved by Board of Directors: [insert date]

Reviewed by Board of Directors: [insert date]