

# Sample Job Description for Nonprofit Board Membership

Position Title: Member of the Board of Directors of a nonprofit housing corporation which is the owner of a HUD Multifamily Housing Development

Length of Term: Two years (three term limit)

Reports To: Entire Board of Directors

The board of directors is legally and ethically responsible for all activities of the organization. To that end it:

1. Determines how the organization will carry out its mission through long and short-range planning
2. Adopts an annual budget and provides fiscal oversight
3. Recruits, orients, and develops board members
4. Hires and evaluates the performance of the executive director/management company
5. Evaluates its performance and overall performance of the organization in achieving the mission
6. Establishes policies for the effective management of the organization

## Responsibilities:

- Understand and promote the organization's mission
- Be familiar with the organization's programs, policies, and operations
- Attend board meetings and appropriate committee meetings
- Actively serve on at least one committee and offer to take on special assignments
- Review agenda and supporting documents prior to meetings
- Make an annual contribution to the organization commensurate with ability
- Participate in fund raising activities and special events
- Keep current on affordable housing issues and developments in program areas
- Strictly adhere to conflict of interest policies
- Strictly adhere to confidentiality policies

## Time Demands (approximate):

- Attend and actively participate in at least 75% of board meetings (10 monthly board meetings, approximately 2 hours in length, on the 1<sup>st</sup> Monday of the month, except December)
- Attend and actively participate in committee meetings and related work (1-3 hours per month as determined by the committee)
- Attend and actively participate in the annual planning retreat (1 weekend day)
- Attend and actively participate in the annual meeting (approx. 3-4 hours)
- Attend special events such as fundraisers and ground breaking ceremonies (2 fundraisers per year recommended)
- Attend new board member orientation (approx. 3-4 hours)
- Meet with potential donors/funders to make a case for funding the organization, answer questions, etc. (approx. 4 hours annually)

## Financial and Resource Development Expectations:

- Make an annual gift "commensurate or significant according to your circumstance" to the organization (in order to achieve 100% board giving)
- Sell tickets to fundraising events
- Recruit sponsors, as needed
- Identify and cultivate potential donors

Source: Housing Assistance Council [www.ruralhome.org](http://www.ruralhome.org)