

Board Job Description

1/24/14

The Board of Directors of FORCE is legally and ethically responsible for all activities of the organization. Board members take an active role in leading FORCE programs.

The Board as a whole is responsible for:

- Determining how the organization carries out its mission through long-range and short-range planning and review
- Adopting an annual budget and providing fiscal oversight
- Insuring that the organization has the financial and other resources it needs
- Recruiting, orienting and developing Board members
- Hiring and evaluating the Executive Director
- Evaluating its own performance and the overall performance of the organization in achieving its mission

Additional Responsibilities of Individual Directors Include:

- Understanding and promoting the organization's mission and programs
- Preparing for and participating in Board meetings
- Being a working member of at least one Board committee (current committees include Finance, Governance, Fundraising, and Program)
- Participating in resource development and fundraising, including selling tickets, recruiting sponsors, and identifying and cultivating potential donors
- Making an annual gift to the organization commensurate with ability
- Assisting in membership development and advocacy, as needed
- Helping to educate the community about FORCE's mission and programs
- Identifying potential conflicts of interest

Time Demands

- Attend 10 monthly board meetings, 7-9pm, 4th Tuesday of each month (at least 8 out of 10) Host one board meeting/year.
- Assist in Committee work—1-3 hours per month or as decided by committees
- Attend annual planning retreat—1 day, usually a Saturday in the summer
- Attend fundraising and programmatic events (at least two events/year)

* adapted from template provided by the MD Association of Nonprofits Board Handbook