

## **Board Job Description and Qualifications**

### ***Duties:***

Board Membership carries three legal duties that all individuals must commit to upholding. These are:

*The Duty of Care:* Board members must exercise reasonable care and competency when making decisions regarding the organization.

*The Duty of Loyalty:* Board members must avoid conflict of interest and make decisions based on the best interest of the organization, putting aside personal benefit.

*The Duty of Obedience:* Board members must be faithful to the accomplishment of the organization's mission and its policies.

### ***Roles and Responsibilities of Board Members:***

In addition to the legal duties mentioned above, board members also have five distinct roles. These roles are:

*Leadership:* *Positively influencing the organization and the community.*

Board members are responsible for:

- Approving a mission-driven strategic plan
- Exemplifying ethical and value-driven behavior
- Setting an example to the community for volunteerism and financial giving
- Promoting the organization to the community.

*Governance:* *Assuring that systems are in place for continuity in meeting the mission and delivering the strategic plan.*

Board members are responsible for assuring that the following structures are in place:

- By-laws
- Policies of effective management and legal compliance
- Committees with clear lines of authority and duties
- An annual budget, operational plan, and fundraising plan
- An annual executive director evaluation and compensation review system
- Guidelines for effective board meetings

*Stewardship:* *Monitoring results and making adjustments along the way.*

Board members are responsible for monitoring the following at least quarterly:

- Expenses and revenue in relationship to the budget
- The progress of the annual operational and fundraising plan

*Management:* *Making sure the board is doing its job.*

Board members are responsible for managing themselves in the following areas:

- Recruiting board members, selecting officers, and nominating committee members
- Orientation of board members and officers
- Holding each other accountable for following through on board commitments

Highly-Engaged Volunteer: *Supporting the implementation of the operational and fundraising plan through volunteerism.*

- Board members relinquish their board authority and become volunteers whenever they are helping to implement operational and/or fundraising plans.
- Neither individual directors nor board committees, have the authority to direct the executive director or any other staff member to perform or not perform any specific task unless that authority is given directly by the board through written job descriptions.
- When acting as a highly engaged volunteer an individual is reporting to the staff person or volunteer that is given authority to lead the project or task.

**Qualifications:**

- Passion for the cause.
- Time to devote to board duties, roles, and responsibilities as outlined above.
- Belief and acceptance of organization's values.
- Ability to attend board and planning meetings.
- Availability to serve on one Standing Committee and volunteer in other capacities as needed.
- Willingness to be a Team Member and dedicate the time necessary to become familiar with the purpose, operations, plans, and programs of the REAL Montana.
- Open mindedness and commitment to make the best decision for the whole organization.
- Ability to keep confidential information confidential.
- Disclosure of any and all conflict of interest

## **Board Member Commitment**

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As a member of the REAL Montana Board, I commit to serving a full three-year term, with no conflicts of interest, and with an understanding of the mission of the organization. I also understand and am able to commit to the following:

- ❖ Attending all regularly scheduled board meetings, special meetings, and the annual retreat/training session.
  - ❖ Being a Team Member and dedicating the time necessary to become familiar with the purpose, operations, plans, and programs of REAL Montana.
  - ❖ Approaching all Board issues with an open mind, prepared to make the best decision for the whole organization.
  - ❖ Exercising authority as a Board Member only when acting in a meeting with the full Board or as the Board delegates.
  - ❖ Keeping confidential information confidential.
  - ❖ Participating in the leadership of REAL Montana by taking part in strategic and annual planning; supporting organizational culture by acting in accord with REAL Montana's ethical standards and making a personal annual financial contribution; and promoting the mission, programs, and image of REAL Montana in the community in a positive manner consistent with REAL Montana's public relations policies.
  - ❖ Governing REAL Montana by assuring that resources and structures are in place to accomplish REAL Montana's goals and mission. This includes policies to guide operations, an effective committee structure, a realistic budget, and ongoing oversight of business through consistent attendance at Board and Committee meetings.
  - ❖ Assisting in securing financial resources for operations as outlined in the annual Fundraising Plan.
  - ❖ Serving as chair, sub-chair, or member on at least one Standing Committee each year.
  - ❖ Volunteering, in areas of interest, to provide support to staff for achieving the annual operations and fundraising plan in the following manner:
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As part of this Commitment, I also expect certain standards will be met by REAL Montana's leadership and staff. This includes being kept informed of important concerns of operations and having an opportunity for input at all Board Meetings.

**I pledge to meet these commitments.**

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Signature

Date

