

Items Usually Included in Board Job Descriptions and/or Service Agreements

- 1) **Overview of the Mission and Goals of the Organization** (which board members are committing to support)
- 2) **Overview of the Board Structure** (as defined in the bylaws and board policies/resolutions)
 - How many serve on the board (usually a range)
 - How they are selected
 - Length of terms
 - Who may serve (residency requirements, income requirements, must they have e-mail access? etc.)
 - Identification of any special categories of board members and any requirements about the make-up of the board (from bylaws, funders, others)
 - List of board offices and any special requirements for this level of service
 - List of standing board committees with requirements for who must/may serve
 - List of current ad hoc or time-specific committees, requirements for who must/may serve, and procedure for creating and dissolving such committees
- 3) **Overview of Organizational Staffing** (particularly as it relates to the board)
- 4) **List of Board Responsibilities**
 - Basic legal responsibilities
 - Duties specific to the organization
 - committee service requirements
 - giving requirements
 - fundraising requirements
 - involvement in other organizational activities
 - others (How available must board members be for consultations between meetings? Are they expected to review materials before meetings? Are they required to participate in any trainings? etc.)
 - Attendance requirements (at meetings, at special events, etc.)
- 5) **Board Meetings**
 - How often the board meets and for how long and location of board meetings (if regular)
 - Dates and times of regular board meetings (if they are regular)
 - Decision-making structures, processes, roles, and expectations
- 6) **Statement of whether the organization has directors and operators insurance**