

## Sample Job Description

# Member, Board of Directors

**Purpose:** To advise, and provide organizational governance, oversee policy and direction, provide and secure adequate financial resources, and assist with the leadership and general promotion of NCJW, so as to support the organization's mission and needs.

**Mission statement:** The National Council of Jewish Women (NCJW) is a grassroots organization of volunteers and advocates who turn progressive ideals into action. Inspired by Jewish values, NCJW strives for social justice by improving the quality of life for women, children, and families and by safeguarding individual rights and freedoms.

### \*Major responsibilities:

- Organizational governance, guidance, and leadership
- Financial resource development through direct support and fundraising
- Financial and fiscal oversight, including adoption and oversight of the annual budget
- Support and evaluation of the Executive Director, approval of hire if needed
- Formulation and oversight of Bylaws and Policies & Procedures
- Evaluation of the Board's performance annually
- Review and monitor goals, outcomes and overall success of program initiatives
- Participation in strategic planning
- Identifying and cultivating new leadership for NCJW

**Length of term:** Three years, which may be renewed up to a maximum of three consecutive terms, pending approval of the board.

### Meetings and time commitment:

- The board of directors meets September through June on the second Monday of the month, 7:00 p.m., at (location). Meetings typically last 90 minutes.
- Participate in at least one committee of the Board. Committees meet on an as needed basis. On average they meet four times per year, pending their respective work agenda. Some committees may meet monthly.
- Board members are asked to attend all special events and/or meetings, to the best of their ability, including NCJW's annual national conference.

### Financial Agreement for NCJW Board Directors:

- Board service is both a privilege and a responsibility. It implies a commitment to the organization of skills, time, and financial resources. As such, Board members are to make NCJW a personal top philanthropic priority
- Board members are called upon to meet a minimum, unrestricted financial contribution per fiscal year July 1 - June 30.

- This amount may come from the Board member's own resources or be raised from others.
- The Board commitment may be made as a one-time donation or be pledged and paid out over the fiscal year.

**Additional Financial Responsibilities**

- Fundraise to meet annual budget needs and special campaigns through introductions to prospective donors (including foundations and corporations), and assist with the engagement, solicitation, and stewardship of donors.
- Invest in NCJW's future by considering an endowment and legacy gift.
- Support the staff and other volunteers in the development and execution of fundraising activities, annual campaign and thank-a-thon.

**Expectations of board members:**

- Lead and serve on committees and task groups as asked and appointed by the President.
- Serve as an ambassador for NCJW, at all times. Actively communicate and promote the mission and key priority issues of the organization to your community and networks, inspiring others to action.
- Support the health and well-being of the organization by exercising the highest degree of ethical standards, including abiding by the conflict of interest policy and maintaining confidentiality about all internal matters of NCJW.
- Ensure that NCJW fulfills all legal obligations and responsibilities.

**Responsibilities of Officers:**

- In addition to upholding all responsibilities described above for Board members, Officers:
  - May assume leadership in the absence of the President (Vice Presidents).
  - Carry out the specific duties of their office (Treasurer, Assistant Treasurer, Recording Secretary, Assistant Recording Secretary).
  - Serve on the Executive Committee and shall attend meetings when convened by the President.
  - May be asked to represent NCJW at outside meetings and special events.

I have reviewed and understand the Job Description for Board Members and agree to honor the position and fulfill my duties to the best of my ability during my term as a Board member.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Reviewed with: \_\_\_\_\_ Date reviewed: \_\_\_\_\_