

Sample Job Description

Board Member

From St. Louis Section

A Board Member of the National Council of Jewish Women shall be responsible for providing leadership, guidance, governance and financial oversight to the organization. She shall, to the best of her ability, commit her time, energy and resources to help advance the work and mission of the organization.

Reports to: President and Executive Team
Staff Liaison: Executive Director
Term: Two Years

Job Responsibilities

Leadership

- Serve as a role model for members in support of NCJW, as a volunteer, donor, and participant.
- Serve as an ambassador for NCJW in the community and encourage others to join in our efforts.
- Attend NCJW events, to the best of her ability, including signature events such as **Back to School! Store, Celebrating Women, Couturier, Installation, Trivia Night**, and other membership, advocacy, community service and development programs.
- Positively support the decisions of the Board.

Development and Finance

- Support financial resource development by making a meaningful gift to the annual campaign.
- Participate in fundraising by serving on at least one development committee.
- Develop an understanding of the budget and financial statements and exercise fiduciary responsibility.
- Support the Resale Shop by donating, volunteering and encouraging others to do the same.

Community Service

- Serve on at least one program/project committee.

Advocacy

- Become familiar with our issues and actively endorse our advocacy work.

Administrative

- Attend Board meetings and review Board meeting materials in advance.
- Attend annual Board Orientation and Board Retreat.
- Adhere to the conflict of interest and confidentiality policies of NCJW.