

Expectations, Roles, and Responsibilities for Board Members

From St. Louis Section

- Attend board meetings
- Attend and support NCJW events, programs, projects
- Serve on a development committee and one other committee during your term
- Annual campaign gift—to the best of your ability
- Volunteer at Back to School Store on the day of the store and/or for set up and break down; if you cannot volunteer – donate to Back to School Store
- Attend Installation, annual gala, and other major events
- Join us at national meetings, if possible
- Make thank you calls to donors
- Prepare for all meetings by reviewing materials in advance, sent to Dropbox
- Understand the budget and monthly financial statements
- Review Job Description
- Attend Board orientation and training
- Attend Annual Board Retreat
- Donate high quality merchandise, clothing, jewelry, and housewares to The Resale Shop, and encourage your friends and family to do the same
- Be an ambassador for NCJW in the community. Tell people what we are doing
- Show your pride as a board member by inviting family and friends to join NCJW
- Become familiar with NCJW'S issues. Add your voice to those of us who care passionately about preserving the mission of the NCJW
- Be informed and stay engaged
- Recruit replacement
- Use skills available
- Monitor financial performance
- Monitor program performance
- Accept fundraising responsibilities
- Set direction
- Monitor implementation of strategic plan
- Uphold organizational values
- Don't micromanage staff or volunteers
- Be a force for the organization
- Set realistic expectations
- Be mission focused
- Use Board time wisely
- Partner with staff

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: _____

Print Name: _____