

The Nonprofit Board Job Description

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How To Form A Dream Board

When you first enter the charitable sector, understanding a non-profit board [job](#) description is a bit of a learning curve. There are various roles, and they all tie together to provide oversight of the organization.

An effective, engaged group can change the outcomes of an organization. If a charity is struggling, crafting a clear nonprofit board job description is a method of ensuring you are attracting the right members to help streamline the policies and programming that can propel the organization further.

Understanding the roles of management and governance within an organization is vital to comprehend the flow of how things get accomplished. Since this structure is responsible for decision-making and strategic planning, fully understanding a nonprofit board job description can help you take action to meet the organization's mission.

Why Are Nonprofit Board Job Descriptions Important?

A well-formed, focused council of directors is the foundational layer of a successful organization. A nonprofit board job description clearly outlines the roles and

responsibilities of each position, which allows the organization to run like a well-oiled wheel.

Research shows that [49% of managers](#) believe that they do not have trustees that properly serve and establish trust within the communities they serve. A nonprofit board job description can help establish the duties of each role and outline the expectations of individual committee members.

Since only [32% of governance](#) prioritizes knowledge of the community they serve, a nonprofit board job description is a mandatory step in properly serving the target community.

Charitable Governance Structures

Not all organizations are governed in the same way. There are five main governance structures utilized in charities.

Governance Structure

A governance format is directly engaged in drafting and implementing policy and has a say in day-to-day operations. They run everything from programming to fundraising initiatives, planning, and book-keeping. Governance structures are typically installed for young or small-scale charities.

Advisory Structure

An advisory format plays a support role in the running of the charity. The CEO or [Executive Director](#) is in charge of managing and taking action to meet the mission. The members of the council all bring something to the table, but the overall governance model is to provide legitimacy to the organization and pool professionals on a volunteer basis.

Patron Structure

A patron committee is a structure usually used for charities focused on fundraising efforts. This type of structure does not provide policy advice but is made up of often prominent community figures in an attempt to attract donors. It is possible for an organization to have both a co-existing governance structure and a patron structure.

Membership Structure

A membership advisory group is often formed as an avenue to express opinions. Run as a mini-democracy, members often vote on issues, and the results depend on the majority. This is not a governance structure and can sometimes cause issues if a vote goes against drafted policy.

Cooperative Structure

This type of leadership does not have a hierarchy. Each member is considered equal, and they often solve problems by debate. This can be a difficult structure to maintain and relies on the continued cooperation and integrity of individual members.

Determining a Nonprofit Board Job Description

A nonprofit board job description is essential because it outlines policy and expectations about each individual person, so whoever takes on the position can be held accountable for its responsibilities. The nonprofit board job description should indicate the responsibilities and duties, the time and financial commitment, and the length of the position.

Crafting a clear job description can help recruit volunteers. When a volunteer knows exactly what they are getting into, they can be a more effective contributor to the oversight of the charity as well as fully understand issues of the target population. It also allows the organization's management to pull together a group of trustees that provide the well-rounded skills necessary to handle any policy decisions or strategic planning.

The Nonprofit Board Job Description for Each Role

Chair

Sometimes called the President, the Chair is the main leadership figure within the organizational structure. In a hierarchical format, the Chair is the assigned go-between for other members and the executive director. It is essential that the Chair understands how to [run productive meetings](#) and has the skills to ensure each member is fulfilling the duties set out in the nonprofit board job description.

The Chair is responsible for ensuring that any decision made falls in line with the previously constructed policies and procedures, or they may choose to suggest an amendment if they no longer serve the purpose of the charity.

They are also responsible for reviewing the employee performance of the Executive Director. Since the executive director reports to trustees, they are responsible for any typical management duties.

Vice-Chair

Second in command, the Vice-Chair slips into the leadership role if the Chair is unable to fulfill their duties. They may be in communication with the Chair and help liaison with other group members.

Committee Chair

The committee chair is the person who sets strategic plans into actionable steps. They work closely with other trustees to ensure they have all of the information and resources available to them to conduct their duties efficiently. They can also run meetings or address issues that may be causing concern with the Chair.

Secretary

A secretary's responsibility can range from taking minutes at a meeting to managing important records and documents. It is an essential role and is best delegated to someone who is skilled at time management and organization.

Treasurer

As the person in charge of the organization's finances, the Treasurer needs to be highly trustworthy and responsible. A treasurer is in charge of managing regular budgets, setting financial goals, and the annual budget. They have a primary say on the fiscal position of the organization.

Choosing Appropriate Members

Pulling together the most effective group of people to govern or advise a charity is sometimes a challenge. It is essential that the correct people are placed in the correct positions. An organization needs a well-defined nonprofit job description, and it must clearly call for the skill sets and experiences required to properly execute the role.

Often, it is helpful to have someone with experience in the financial world, such as an accountant or financial officer, in the role of Treasurer. The nonprofit board job description should explicitly call for someone who can safely and effectively set established financial goals and form future projections. They must also have experience with managing investment profiles if your organization is heading towards this financial structure.

If you are not highly selective of the volunteers you attract to your organization, you may end up with an ineffective, disengaged leadership group that no longer effectively serves your target population. Once the group is unable to meet the mission of the organization, you may end up with decisions that negatively affect policy and fundraising efforts.

Conclusion

A nonprofit board job description can make or break the effectiveness of your organization. Stating clearly what is expected of each role and member will help your organization run smoothly and efficiently at the governance or advisory level.

Building an engaged group that supports the organization's mission, financial goals, strategic planning, fundraising initiatives, and target community interaction is essential. Effective leadership can help a charity gain legitimacy in the community and in the eyes of major donors. Staff members of the organization can turn to these members to provide guidance and actionable goals to serve the population.

(Source: [Nonprofit Board Job Description | Form A Dream Board of Directors \(majorgifts.com\)](#) – accessed 31/08/2022)