



Heritage Consulting Inc.

## **Better Board Recruitment**

A Dozen Key Documents

### **Sample Board member job description**

Board members of the \_\_\_\_\_ Main Street serve a three-year term when elected, unless they are serving for the unexpired term of a former board member. Board members are expected to attend and actively participate all monthly board meetings. Board members will be automatically removed if they miss more than \_\_\_\_\_ Board meetings, without providing a valid reason for not attending, as specified in the organization's bylaws.

Board members will read all minutes, financial statements, work plans, strategic plans, budgets, IRS 990 forms, and any other official documents provided to them and ASK QUESTIONS, about them so they understand the workings of the organization.

Board members are expected to financially support the organization yearly through their individual gifts and financially support the events and activities of the organization, according to the Board commitment document they received when they were nominated to the Board. Board members will also support other fundraising activities of the organization as required.

Board members will actively participate on one committee and attend any required monthly committee meetings.

Board members will sign an annual conflict of interest statement and assure the confidentiality of all information they receive as part of their board service. Board members will not speak to the press under any circumstances and will refer all press inquiries to the Executive Director.