

JOB DESCRIPTION



Title:	Board Member	Date Approved:	03.14.17
Term Limits:	Three, 3-Year Terms	Type:	Volunteer
Responsible To:	Board President & Other Board Members	# of Positions:	10-15

POSITION SUMMARY

Through actively participating in board and committee meetings, NDANO Board Members work collaboratively as one voice to establish the overall strategic vision of the organization including establishing impacts and outcomes which meet the needs of the communities and individuals it serves. This position will work in unison with other board members to establish, maintain, implement, and enforce written governing policies. A Board Member is responsible for ensuring the ED's performance is in alignment with performance goals and expectations and for assuring adequate resources are available to carry out the organizational mission.

RESPONSIBILITIES

Strategic Vision and Leadership – Establishes strategic purpose and direction through participation in planning and monitoring activities; Collaborates with other board members and the ED to refine and implement annual plans in alignment with the organizational strategy; Ensures priorities are aligned with overall organizational mission, vision, and values; Cultivates strong and transparent working conditions with other board members, member organizations, members of the public, legislators, and other stakeholders regarding financial and programmatic needs and measurements benefitting its membership.

Governance – Responsible for the overall governance of the organization through establishing and monitoring policies; Supports the development and effectiveness of the Board of Directors; Ensures effective performance of programs through ongoing program planning and evaluation.

Fiduciary Oversight – Ensures overall financial health of the organization through conformance to up-to-date fiscal policies and procedures and through ongoing analysis of financial reports; Plans and participates in fundraising and development activities to secure resources to support the operations, programs and services.

Advocacy - Represents organization and programs and services to stakeholders when appropriate, including legislative groups, testimonials, and promotion; shares contact information in support of advocacy efforts; and public speaking as needed at conferences, or other events benefitting the membership.

Supervision – Ensures annual performance evaluation of the ED; Establishes goals and performance metrics to ensure performance expectations are accomplished; and Provides direction and performance improvement plans as needed.

Other – Performs other functions as needed to successfully carry out position responsibilities.

Note: The responsibilities identified herein are typically performed collectively as a committee or a full board. Individual board members lack authority to speak on behalf of the organization or judge the ED's performance unless otherwise authorized by the Board President.

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COMPETENCIES

Strategic Thinking - Innovating through ideas and analysis; Looks at overall organization and its membership versus personal or other interest group agenda.

Engagement – Collaborates with other board members, member organizations, potential membership, stakeholders, and the general public in furtherance of the organizational mission.

Professionalism – Incorporates judicious use of communication, knowledge, technical skills, reasoning, emotions, values, and reflection for the benefit of others. Demonstrates mutual respect for others through honesty. Considers the organizational image and effectiveness in actions.

Reliability – Demonstrates a high level of dependability through active board and committee attendance and participation.

Service – Demonstrates a strong commitment to the mission of the organization and meeting the needs of those served. Keeps abreast of issues affecting the goals of NDANO and its members.

EXPERIENCE/EDUCATION/LICENSES/CERTIFICATIONS

Must be a member of NDANO

This job description indicates in general terms, the type and level of work performed as well as the typical responsibilities of this position. North Dakota Association of Nonprofit Organizations (NDANO) reserves the right to add, modify, change, or rescind the actual duties, responsibilities, qualifications, and work assignments as deemed appropriate and necessary, and to make reasonable accommodations so qualified volunteers can perform the essential functions of the position. This document does not guarantee continued membership on the board and does not imply a contract between the volunteer and NDANO.

Board members serve on a voluntary basis. Costs associated with board meetings, retreats, or other NDANO functions are at the expense of the volunteer.

Board members are also encouraged to make an unrestricted financial contribution to NDANO annually as they are able.

Board Member Signature

Date