

TEN RESPONSIBILITIES OF NON-PROFIT BOARD MEMBERS

This tool spells out ten important responsibilities of Board members of non-profit organizations. Board members – and staff – can use this tool to make sure their boards stay on track. Keep in mind that the Board governs the organization – not individual Board members. Board members need to work together to fulfill these responsibilities. See our related tool: “Five Habits of High-Performing Boards.”

BOARD MEMBERS SHOULD:

1. **SELECT, EVALUATE AND SUPPORT** the CEO or executive director.
2. **HELP** focus the organization’s vision and goals.
3. **MONITOR** the organization’s progress in achieving its vision and strategic focus on a regular basis.
4. **MAKE** sure the Board has clear goals and expectations for Board members (e.g. fund-raising).
5. **MONITOR** the Board’s success in meeting its goals.
6. **ATTEND** Board meetings and be a leader in Board activities.
7. **EVALUATE** the Board’s structure and functioning on a regular, objective basis.
8. **CULTIVATE** prospective Board members and develop the Board so it can effectively meet the organization’s needs.
9. **ENSURE** sufficient resources are on hand and that those resources are managed effectively.
10. **CONTRIBUTE** a lasting legacy to the organization and set a high bar for others to follow.