



## Board Job Description

The Board of Directors of The CBO Center represents the interests of the public by ensuring that the organization's work is consistent with its public benefit purpose and that the organization's resources are being utilized in support of the mission.

**Outcome:** The board satisfactorily exercises its duties of care, loyalty and obligation.

**Standard:** All board members understand the mission and purposes of the organization. The board ensures compliance with federal, state and local regulations and fulfillment of contractual obligations. The board safeguards assets from misuse, waste, and fraud through financial oversight. The board has a conflict of interest policy in place and requires annual disclosures from board members and key management staff of relationships that could produce potential areas of conflict and private inurement. The board ensures a realistic budget that maximizes use of resources and a fundraising strategy to support the effective delivery of services. There are whistleblower and document retention policies in place and all board policies are reviewed regularly. The board hires and sets the compensation for the CEO. The board evaluates the CEO at least once a year and delegates to the CEO the authority to determine the means by which the organization will fulfill its mission. The board engages in an annual self-evaluation of the board as a whole, of board committees and of board leadership. The composition of the board reflects the diversity of the community.

**Outcome:** The organization achieves its operational and strategic goals.

**Standard:** The board approves an annual operating plan, monitors implementation, and ensures there are program evaluations in place to measure impact. The board and CEO are engaged in regular discussions that inform the development of overall priorities and strategies. The board regularly assesses whether the organization is achieving its purpose and is meeting the needs of the community.

**Outcome:** The board operates as a cohesive team and consistently fulfills its commitments.

**Standard:** Board members clearly understand their roles and responsibilities. There is a written policy on the board's role in fundraising. There is a written policy on board giving. The board actively recruits, orients and trains new members. The board has a written policy regarding absences from board meetings and implements that policy consistently. There is a quorum at every board meeting. The board removes those members who are not fulfilling their commitments. Meetings are evaluated periodically for productivity. Board leaders facilitate processes that help the board fulfill its fiduciary, strategic and generative levels of governance. Board members return phone calls and emails promptly.



**Outcome:** The board and CEO create a powerful, effective partnership that serves the organization well.

**Standard:** The board participates with staff in raising adequate financial and other resources. The board acts as ambassadors to the community on behalf of the organization. Board members volunteer to assist staff and/or recruit new volunteer. Board members lend their names and personal reputations to the organization. Board members are knowledgeable about the organization's programs and services. Board members understand and respect the organization's hierarchy and lines of communication. The CEO/board relationship is candid, honest and open.

SAMPLE