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Sample Board Roles and Responsibilities Sheet

The following are the fundamental responsibilities of the Board of Directors of [organization name here]:

Fundamental Responsibilities of the Entire Board

As the governing body of **ORGANIZATION**, the board of directors' fundamental purposes and functions are to:

- Set **ORGANIZATION'S** mission, vision, and values.
- Establish and maintain a strategic plan for how **ORGANIZATION** will continue to achieve its mission.
- Provide legal, fundraising and fiduciary oversight to assure that resources are used to pursue the mission.
- Establish and approve policies for how **ORGANIZATION** will operate.
- Help **ORGANIZATION** obtain and maintain resources necessary to carry out its strategic plan (human, physical and financial resources).
- Support and evaluate staff. Hire Executive Staff as necessary (Executive Director, Director of Operations, Development Director)
- Recruit, nominate, orient and involve new board members.
- Assist in ensuring the board operates efficiently and with the highest level of integrity.
- Perform self-assessments as a board.
- Establish and staff appropriate committees to carry out administrative responsibilities.

Fundamental Responsibilities of Individual Board Members

Once elected to **ORGANIZATION'S** Board of Directors, your personal responsibilities are to:

- Understand and support the mission of **ORGANIZATION**.
- Act in the best interest of **ORGANIZATION**.
- Act in a prudent manner, gathering adequate information for decision making.
- Attend and participate in meetings. Read and consider all materials prior to the board meeting so that you are ready and able to contribute to the meeting.
- Participate in committee work.
- Be informed. Learn and understand **ORGANIZATION'S** mission, history, core values, the populations we serve, our goals and objectives, governance structure and administrative policies.
- Respect and support board decisions once they are made.
- Understand and fulfill **ORGANIZATION'S** board member expectations for both participation and support.
- Avoid conflicts of interest in fact and appearance.
- Participate in fundraising activities to ensure the sustainability of the organization. *See attached Board Fundraising Policy for more detail.*

Helping Nonprofits Be **WHAT'S GOOD** In The World!

