

STRONG PARKS, STRONG COMMUNITIES

Tool 10A: Board Job Description

Here's a sample job description that can be adapted for your philanthropic partner organization.

RESPONSIBILITIES

The board as a whole has the responsibility for governing the entire organization. The board is responsible for determining organizational policy in the following areas: Leadership / Human Resources, Strategic Planning, Revenue Development, Financial Oversight, Public Relations / Community Relations, and Operations/Finance.

Leadership / Human Resources

- Develop the board membership, including recruiting and orienting new board members; training, evaluating, and recognizing existing board members, and providing board members with opportunities to grow and develop as leaders.
- Select and support the Executive Director, including setting and reviewing performance goals and providing on-going assistance as requested by that individual.
- Define personnel policies, which include setting policy regarding salaries, benefits and grievance procedures.
- Oversee volunteer involvement, which includes setting policy regarding how the organization treats, recognizes and celebrates its volunteers.

Strategic Planning

- Set and review the organization's mission and goals on an annual basis.
- Plan for the organization's future, on a long-term and short-term basis.
- Decide and plan which projects and programs the organization will provide.
- Evaluate the organization's programs and operations on a regular basis.

Revenue Development

- Ensure adequate resources to achieve the organization's mission and implement the organization's programs and projects.
- Participate in revenue-generating activities based on the individual's skills and background.

Financial Oversight

- Ensure financial accountability of the organization.
- Oversee an ongoing process of budget development, approval, and review.
- Manage and maintain properties and investments the organization possesses.

Public Relations / Community Relations

- Ensure that the organization's programs and services appropriately address park needs.
- Promote the organization to the public, including serving as an emissary of the organization to the community and to make the public aware of the organization as a vehicle for park philanthropy.
- Promote cooperative action with other organizations, including activities and occasions when the organization should take part in coalitions, joint programs, etc.

Operations

- Ensure that the organization's administrative systems are adequate and appropriate.
- Ensure that the board's operations are adequate and appropriate.
- Ensure that the organizational and legal structure are adequate and appropriate.
- Ensure that the organization and its board members meet all applicable legal requirements.

Requirement For Board Service

- A demonstrated interest in the park's mission and goals.
- Specific experience and/or knowledge in at least one area: Human Resources, Planning, Revenue Development, Finance, Public Relations / Community Relations, or Operations.
- A willingness to expand knowledge or board responsibilities through orientation and ongoing training.
- A willingness to represent the organization – and park partnership – to the community.
- A willingness to solicit resources to support park priorities.
- 18-22 hours quarterly, distributed approximately as follows:
 - ♦ 12 hours - Board meetings (preparation and attendance)
 - ♦ 4-6 hours - Committee meetings (preparation and attendance)
 - ♦ 2-4 hours - Special requests to participate in events, project tours, visits with elected leaders, or other special activities.