



## Board Member & Officer Position Descriptions

A position description for board members, as well as officers, is helpful for current and prospective board members. The ability to clearly describe the board service opportunity, responsibilities, and expectations is important for any recruitment, selection, and orientation process. Below is a list of resources and an activity to assist you in building your own board member position description.

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### Resources Links

#### BoardSource

- Board Member Job Description Template:  
<https://boardsource.org/resources/board-member-job-description/>
- Board Responsibilities & Structures – FAQs:  
<https://boardsource.org/resources/board-responsibilities-structures-faqs/>

#### The Bridgespan Group

- Board Member Job Description Sample:  
<https://www.bridgespan.org/insights/library/boards/board-member-job-description-sample>

#### Blue Avocado

- A Board Member “Contract”:  
<https://blueavocado.org/board-of-directors/a-board-member-contract/>



### Activity: Build Your Board Member Position Description

Whether you have a board member position description currently or not, taking a moment to pause and assess the position can be helpful. If you are creating a board member position description for the first time, use the prompts to spark and organize your thoughts. If you already have a position description, use this activity to identify any items that may be missing or need clarification.

**Title:** What is the position title? Is this a position description for a general board member or for a board officer role?

**Purpose:** What is the purpose of the position as it relates to the board and organization?

**Term Length & Time Commitment:** What is/are the term length(s) for the position? What is the anticipated time commitment for the position (i.e., 5 hours a month plus attendance at occasional events)?

**Skills, Expertise, & Experiences:** Thinking about your board and organization's current stage of development and where you want to go, are there any specific skills, expertise, and experiences board members need or must be open to learning?

**General Responsibilities:** What are the general responsibilities and expectations for the position?

**Specific Tasks:** Are there specific tasks the position may be responsible for completing or overseeing?

**Other:** For the position, are there other duties, important pieces of information, or guidance that should be included?