

Job Descriptions for Key NGB Roles

Effective NGBs establish job descriptions that articulate roles and responsibilities for board members, officers, chief executives, and committee chairs. High level duties are codified in the bylaws.

Sample job descriptions:

- Board Member
 - Determines the mission and reviews it periodically to make certain it is still relevant in the current environment and serving stakeholders appropriately and well;
 - Implements procedures to orient new board members, educates all members on business and governance affairs, and evaluates board performance annually;
 - Selects, compensates, supports, and evaluates the chief executive, and plans for management succession;
 - Reviews and approves the strategic plan and annual operating plans, budget, business plans, and corporate performance;
 - Sets policy and provides guidance and strategic direction to management on significant issues;
 - Reviews and approves significant corporate actions;
 - Oversees the financial reporting process, communications with stakeholders, ethical integrity, and legal and regulatory compliance;
 - Oversees effective, ethical corporate governance;
 - Approves capital structure, financial strategies, borrowing commitments, and long-range financial planning;
 - Reviews and approves financial statements, annual reports, audit and control policies, and, upon the recommendation of the Audit Committee, selects independent auditors;
 - Monitors to determine whether assets are properly protected;
 - Monitors compliance with laws and regulations and the performance of its broader responsibilities;
 - Enhances the NGB's public standing; and
 - Ensures that board and management are properly structured and prepared to act in case of an unforeseen corporate crisis.

- Chair/President
 - Sets all meetings and meeting agendas with chief executive;
 - Presides over board meetings;

- Helps guide and mediate board actions and governance concerns;
 - Encourages board's role in strategic planning;
 - Reviews organizational priorities with chief executive;
 - Appoints committee chairpersons in consultation with other board members and chief executive;
 - Plays a leading role in fundraising activities;
 - Acts as spokesperson with chief executive;
 - Manages chief executive's formal performance evaluation; and
 - Manages annual board self-assessment.
- Vice Chair/President
 - Acts in the absence of chair/president; and
 - Performs other responsibilities as assigned by the chair.
- Board Treasurer
 - Oversees effective management of organization finances and fiscal priorities; and
 - Performs other responsibilities as assigned by the chair.
- Secretary
 - Keeps the minutes of the proceedings of the board;
 - Sees that all notices are duly given in accordance with the provisions of bylaws or as required by law;
 - Is a custodian of the corporate records;
 - Performs all duties incident to the office of secretary; and
 - Performs such other duties as from time to time may be assigned to the Secretary by the chief executive or board.
- Assistant Secretary (Optional)
 - Performs responsibilities listed in the secretary's job description - this position is filled by a staff person instead of a board member.

Note: some NGBs have only one officer--Chair/President. Staff performs duties of other officers as appropriate.

- Committee Chair

- Sets tone for committee work;
 - Ensures that committee members have information needed to do their jobs;
 - Oversees the logistics of committee's operations;
 - Reports to board chair;
 - Reports to full board on committee's decisions/recommendations if requested;
 - Works closely with chief executive and other staff as agreed to by chief executive;
 - Assigns work to committee members, sets the agenda, runs the meetings, and ensures distribution of meeting minutes;
 - Initiates and leads the committee's annual evaluation (if standing committee); and
 - Performs other responsibilities as assigned by the chair.
- Chief Executive (Chief Executive Officer/Executive Director)
 - Leads with vested authority to make decisions on behalf of management;
 - Is responsible for all staff functions directly and indirectly;
 - Oversees the hiring, firing of staff and staff's ethical and competent implementation of board policies, guidance and strategic direction;
 - Determines size and compensation of professional staff in accordance with NGB's compensation policies and guidelines established by the Board;
 - Co-creates strategic direction with the board;
 - Develops a strategy for achieving the mission, goals and objectives, and presents the strategy for board approval;
 - Is responsible for resource generation and allocation;
 - Coordinates international activities;
 - Acts as spokesperson with the chair;
 - Prepares and submits quadrennial and annual budgets to the Board; and
 - Performs all functions as usually pertain to a chief executive.