



3000 Aerial Center Parkway, Suite 160, Morrisville, NC 27560 | Ph. 919-286-6000 | democracy-nc.org

## **BOARD MEMBER JOB DESCRIPTION**

**GOAL:** Together with the Executive Director, the Board is responsible for governing Democracy North Carolina through shared leadership. The Board is the guardian of the mission and resources, ensuring effective and fiscally sound programs and operations, and providing strategic advice and direction to the staff and volunteers of the organization.

### **DUTIES AND RESPONSIBILITIES:**

1. Steward the mission, vision and core values of the organization, set policy, participate in organizational planning and serve as an advocate of the organization and its work.
2. Supervise and evaluate the Executive Director of the organization.
3. Make a personal financial contribution to the organization AND help fundraise for the organization.
4. Maintain knowledge of current Democracy North Carolina issues, programs, activities and staff.
5. Attend and participate in 4 regular Board meetings per year and special Board meetings as needed.
6. Prepare for each Board of Directors meeting by reading material distributed prior to the meeting and requesting additional information needed to fulfill the Board role.
7. Serve on at least one committee and actively participate in meetings and work of the committee. Participate in Board recruitment and evaluation processes. On average, non-officer Board members contribute approximately four hours per month in service of Democracy North Carolina. Officers and committee chairs contribute more time.
8. Share resources and talent with the organization including expertise, contacts to advance the work, contacts for financial support, and contacts for in-kind contributions.
9. Be accessible to staff and other Board of Directors members as needed.
10. Take initiative, provide leadership and fulfill all Board commitments within agreed upon deadlines.
11. Be loyal to the Democracy North Carolina and hold in confidence any information given to the Board of Directors.

### **TERMS**

Board terms are three years with the potential to renew once for a total of six years. A board member elected in December begins their term in January.