



## BOARD MEMBER JOB DESCRIPTION

- Title:** Member, Nebraska Community Foundation Board of Directors
- Term:** Three years, expiring at the conclusion of the annual meeting (each November) with the potential for re-election to two additional three-year terms.
- Purpose:** To serve as a voting member of the governing body of the Nebraska Community Foundation and its affiliated funds to monitor finances of the organization(s), their programs, and performance.

### Expected Meeting Attendance

- Regularly attend board meetings as scheduled
- Attend standing committee meetings, if member
- Participate as an ad hoc committee member, if appointed
- Attend Board retreats and in-service workshops; the annual meeting of Nebraska Community Foundation; and other Board development activities
- Attempt to attend out of state continuing education every other year

### Obligations of the Board

- Establish mission, vision, and values
- Create strategic framework and monitor performance
- Provide stewardship and fiscal responsibility in keeping with legal requirements and policies of the Foundation
- Hire, supervise, and evaluate the CEO
- Open doors to secure major gifts
- Personally contribute annually to the Foundation, giving "Time, Talent and Treasures"

### Specific Duties

- Attend meetings and show commitment to Board activities
- Be well-informed on issues and agenda items in advance of meetings
- Contribute skills, knowledge, and experience
- Listen respectfully to all points of view, striving for Board consensus
- Participate actively in organizational decision-making
- Consider making personal provisions for a planned gift to the endowment of the Nebraska Community Foundation and/or an affiliated fund
- Represent the organization to the general public and to the corporate community
- Become educated about the needs of the communities and people in the NCF network
- Be available to consult/mentor with affiliated funds as requested

## STATEMENT OF COMMITMENT

*I understand the responsibilities and obligations expected of me as a member of the Nebraska Community Foundation Board of Directors. I agree to serve for the term beginning \_\_\_\_\_ and ending \_\_\_\_\_. During that term I will actively and responsibly represent Nebraska Community Foundation in my community and the state.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

*As chairperson of the Nebraska Community Foundation Board of Directors, I understand my responsibility to honestly and fairly represent the responsibilities and obligations of board membership. I agree to provide ongoing communications and leadership to board members. I have met with \_\_\_\_\_ to discuss the terms of this job description.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Revised: October 24, 2019