

## Board Member Job Description

### 1—Responsibilities

The nine directors on the Timber Framers Guild (hereinafter the Guild) board are responsible for determining Guild policy in human resources, strategic planning, finance, community relations, and administrative operations. While all these areas are under the purview of all directors, there will be a specific committee charge for each director. The directors hold the ultimate responsibility for the success of the Guild.

#### Human resources

- Cultivate board membership—recruit new directors, recognize sitting board members, and provide them with opportunities to grow and develop as leaders.
- Oversee the Executive Director, including hiring, termination, disciplining, and continuing evaluation.
- Oversee personnel policies, including policy on the Executive Director’s employment, and ensure that the Executive Director has complete and up-to-date policies in place for management of staff.

#### Planning

- Establish and review the Guild’s vision, mission, philosophy, and goals.
- Decide which services, programs, and projects the Guild provides.
- Regularly evaluate Guild services, programs, and operations.

#### Finance

- Ensure financial accountability of the Guild.
- Oversee budget development, review, and approval.
- Raise funds to support Guild activities. As able, make a [personal financial commitment](#) to the Guild..
- Oversee properties or investments of the Guild.

#### Community relations

- Ensure that Guild programs and services address appropriately the needs of those we serve.
- Advocate for Guild services and programs, which includes an awareness that board members are always emissaries of the Guild in the community.
- Determine occasions when the Guild should cooperate in coalitions and joint operations.

#### Administrative operations

- Give all new board members an in-depth orientation.
- Ensure that the Guild’s management systems are appropriate and adequate.
- Write policies to ensure appropriate and adequate board operations.
- Ensure that organizational and legal structure are adequate and appropriate.
- Ensure that the Guild and its board members meet all applicable legal requirements.

## 2—Performance expectations

In performing duties as a member of the Guild board, every director is expected to:

- Devote the necessary time to prepare for and participate in board and committee meetings.
- Exhibit high ethical standards and integrity in all board actions.
- Advocate enthusiastically for the Guild.
- Take responsibility and accountability for the Guild and all decisions made by the board.
- Spend the time necessary to learn how to do the job better.
- Work as a team member with other board members and the Executive Director.
- Attend all board meetings and key Guild events and conferences.

## 3—Qualifications

A Guild director should possess many of the following traits or abilities:

1. The ability to think strategically and analytically; effectively communicate thoughts and the basis for them.
2. The ability to collaborate well with others, using group decision-making authority, and an understanding of the fiduciary duties of loyalty, care, and obedience.
3. A demonstrated understanding of the differences between oversight and direction. Board members should *oversee* operations but not *direct* them, as that is the job of the Executive Director.
4. An earned reputation for emotional maturity, personal integrity, and honesty.
5. Belief in and support of the Guild's mission, vision, and strategic direction.
6. Good leadership skills. This position is charged with directing an entire organization and not an isolated area.
7. Demonstrated success in managing some group or organization such as a successful business.
8. Ability to interpret financial statements of not-for-profit organizations and use them as a management and decision making tool.
9. Willingness and ability to commit necessary time to take part in board meetings, work independently on specific areas of focus, and attend key Guild projects and events.