

Bite Size Pieces

Developing a Board Member Job Description - Module Five

1. Recommended Pre-requisite(s) – Roles and Responsibilities Modules one, two, three and four

2. Learning Objective

Develop a Board Member Job Description

This session allows board members to contribute to the development or review of their collective job description. It is built around a simple job description and a short exercise and is intended to be discussion-based.

Note – Has your board already completed the Roles and Responsibilities BSP Modules one through four? If not, you can download them from the BSWG website!

3. Content Covered

Board Member Job Description
Review of your board's job description

4. Learning Outline

Before the session, read pages 27-32 of the Board Manual Template and Part 3 – Board Responsibilities of “Governing for Results: A Director’s Guide to Good Governance” by Mel Gill

Begin the session by reminding board members of the ‘card’ game you played at your last meeting. (Module #4 – Key Roles of Board Members)

Handout the draft job description (attached).

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Post the lists showing the arrangement of 'cards' from your previous session. Discuss how it agrees or disagrees with the arrangement of cards. (5 minutes)

Provide some explanation as to why certain duties fall within the purview of board members and others do not. Remind board members of the governance model and how it helps to direct the actions of the board. (5 minutes)

Ask the board to comment on the job description and how they would like it to read for your clinic. Amend the job description accordingly. (5 minutes)

Agree to bring a revised job description to the next meeting for approval.

Option – If space is limited, prepare a list to handout from the flip chart exercise.

Note – The book “Governing for Success: A Director’s Guide to Good Governance” by Mel Gill can be ordered online from the BSWG website at www.onboardlegalclinics.org – on the Home Page, click on ‘Board Tools’ and choose ‘Bite Size Pieces’.

5. Equipment and Materials Needed

Draft Job Description (page 6-8)

Board Manual Template (available on the BSWG website under ‘Board Tools’ on the ‘Board Tool Kit’ page)

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Copies of your clinic's board member job description
"Governing for Results: A Director's Guide to Good
Governance" by Mel Gill (optional)

Note – The draft job description on page is also available for download from the BSWG website at www.onboardlegalclincis.org under 'Board Tools' on the 'Board Tool Kit' page

6. Timeframe

15 minutes

7. Facilitator Notes

Note – Use this section to make your own notes about the session. Be sure to share anything of an evaluative nature when the session is over.

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8. Results/Evaluation

Please make enough copies of the Evaluation form (page 9-10) and have each participant complete and hand in to you at the end of the session

Note – Evaluation is an important part of our training success! Please ask all participants to complete an evaluation form.

9. Next Steps

Consider adding another Bite Size Piece module to your next agenda.

Ask a volunteer to lead the next session

Encourage all board members to visit:
www.onboardlegalclinics.org to sign up for automatic updates on board learning and development

Tip – why not download the ‘Bite Size Pieces Board Training Grip’ which your board can use to track what training has been covered and who has been a session leader?

Learning Topic – Roles and Responsibilities – Module Five
Handout – Draft Job Description

Position: **Board Member**

Staff/Volunteer: Volunteer

Full-Time/Part-Time: X hours month (meetings, preparation, consultation)

Term: X years, elected annually at the Annual General Meeting

Approval Date:

Review Date:

Accountability

The Board of Directors is collectively accountable for the organization's performance in respect to the mission and objectives of the organization and for the stewardship of financial resources. The Directors are accountable to members, key stakeholders and the community in general.

Authority

Board members have no authority to act individually in the direction of staff and volunteers or to act as spokesperson for the organization unless specifically given such authority by the board.

Responsibility

Board members are responsible for the effective governance of the organization including its vigorous pursuit of its mission and objectives and adherence to its core values.

Learning Topic – Roles and Responsibilities – Module Five Handout – Draft Job Description

General Duties

Each member of the Board of Directors is expected to do the following:

- Prepare for and attend board meetings on a regular basis (75%)
- Participate in annual and long range planning for the organization
- Monitor the performance of the organization in relation to the plans
- Read and understand a set of financial statements
- Review, clarify and amend the mission and objectives of the organization
- Develop, amend and approve by-laws and governing policies
- Participate in hiring, evaluating and releasing the Executive Director
- Participate in the recruitment of new Board members
- Be a member of at least one committee

Working Style

- Work as a team member and support board decisions
- Keep informed about or up-to-date on relevant community issues
- Make available his/her knowledge and experience for the benefit of the organization
- Demonstrate and encourage innovative thinking
- Question and probe in a positive and constructive manner

Qualifications

The following are considered key job qualifications:

- Specific skill set (finance, fundraising, management, community building, etc.,)

Learning Topic – Roles and Responsibilities – Module Five
Handout – Draft Job Description

- Knowledge of the community
- Commitment to organization's mission
- Time (as required)
- Openness to learning

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Evaluation

Name of Clinic:

Module Name: Developing a Board Member Job Description

Date:

Module Number: Five

About this Module

(To be completed by all participants and the session leader)

This material contributed to a better understanding of the topic

Disagree Neutral Agree Strongly Agree

The Content was relevant

Disagree Neutral Agree Strongly Agree

The content was organized and easy to follow

Disagree Neutral Agree Strongly Agree

The time spent on this module was worth it

Disagree Neutral Agree Strongly Agree

For an introductory session, the level of the content material was:

Too Advanced Just Right Too Basic

This module could be improved by:

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Evaluation

About Bite Size Pieces Training

(To be completed by all participants and the session leader)

This is an easy and cost-effective way to learn

Disagree Neutral Agree Strongly Agree

I like making learning a board agenda topic

Disagree Neutral Agree Strongly Agree

Everyone on the board should take a turn at leading a session

Disagree Neutral Agree Strongly Agree

About the Bite Size Pieces Facilitation

(To be completed by the session leader)

I found the facilitation notes and material easy to follow

Disagree Neutral Agree Strongly Agree

I enjoyed my role as session leader

Disagree Neutral Agree Strongly Agree

Session Leader. Please provide a copy of this evaluation form to each participant and ask that it be completed and returned to you at the end of the session.

Tabulate all results on a separate sheet and fax to the BSWG at: 1-866-674-6714. You can also send an email of the results to: contact@onboardlegalclinics.org