**Board Member Quick Job Description**

As a member of a nonprofit Board, you have several really important responsibilities. Make sure you’re ready to give 100% to these.

* Attend meetings
* Read materials provided to you and make an effort to understand them
* Treat confidential information appropriately
* Bring your skills and talents to the table
* Respect staff and their time, and watch the boundaries
* Make a personal gift
* Help with fundraising
* Open doors and set up meetings with donors and prospects
* Help thank donors and build relationships
* Invite potential donors to organizational activities
* Talk positively about the organization in public
* Learn about the mission of the organization, and be able to share it
* Disclose any potential conflicts of interest
* Speak up if something bothers you
* Check your ego and personal agenda at the door
* Keep the best interest of the organization at the forefront of your mind at all times
* Continue your own education about being a great Board member