

DESIGNING A BOARD ROLE DESCRIPTION

ROLE TITLE:

<p>About the Organisation What impact do you have in the community? Any recent achievements or developments? What challenges are you facing at the moment?</p>	
<p>About the Role Why are you seeking a new board member? What are the priorities? Trying to achieve? What are the key responsibilities? What skills / qualities are needed? Any specific experience needed?</p>	
<p>With whom What kind of board are they joining? Who is the chair? What staff will they deal with?</p>	
<p>About the Volunteer What personal qualities and motivations would you like to see in your board member?</p>	

<p>Expectations / Benefits Why should they volunteer with you? What does the role offer? Personal development? A chance to change things on the ground in the community?</p>	
<p>Support, training & induction How will they be welcomed into the Org? Do you have a Board handbook? What will they need to be able to learn? How will the current board support them? Is there a buddy mentor system?</p>	
<p>Where Where will meetings take place - In person or can they do the role remotely? Expected to interact with staff between meetings?</p>	
<p>When What is the required time commitment? When and how often do meetings take place? What do you expect in between meetings?</p>	
<p>Administration Do you cover expenses? Recruitment process, contact person.</p>	

Examples of Board Roles:

1. [Board Member of Youth Service](#)
2. [Voluntary Board Member - Kilbarrack Children's Project](#)
3. [Voluntary Board Member - Community Drug & Alcohol Intervention Project](#)
4. [Board Member of National Charity](#)

Support & Advice

Please contact Dublin City Volunteer Centre for support and advice on recruiting for your Board.
We would be delighted to give feedback on your role description and discuss how best to reach your target audience.

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