Sample job description:  
board members

Primary responsibilities:

* Have the legal responsibility to ensure that the assets held   
  on trust are applied to the charitable objectives.
* Be collectively responsible for the success of [the organisation], for setting the strategic aims of [the organisation], ensuring that necessary resources are in place to meet its objectives and monitoring performance.
* Define the values and standards of [the organisation], including the mission statement and programming/exhibition policy.   
  Once the board has agreed on strategy and policies, it will defer responsibility for execution to the executive and will assume   
  a monitoring and supporting role.
* Scrutinise the performance of management in meeting agreed goals and objectives and ensures that [the organisation’s] controls and systems of reporting are robust.
* Appoint and appraise the person leading the organisation (Director/CEO/Artistic Director).

Secondary responsibilities of board:

* Ensure transparency and accountability in [the organisation’s] activities being mindful of the support from public funds
* Review and approve the risk management policy once a year to ensure that it reflects changes inside and outside the organisation.
* Review and approve the business plan once a year
* Review and approve the programme proposed by the director.
* Confirm the appointment of senior staff selected by the director (this responsibility may be exercised by the chair on behalf of the board).