



Vermont Businesses  
for Social Responsibility

## VBSR Board of Directors Job Description

August 12, 2024

Our Mission: To leverage the power of business for positive social and environmental impact

Our Vision: A just, thriving, and transformative economy for all people and the planet

The VBSR Board of Directors shapes the direction and future of VBSR by setting the vision, strategic plan, policies, and programs of the organization to best serve our mission: *to leverage the power of business for positive social and environmental impact*

As leaders of the nation’s largest statewide business organization dedicated to socially responsible business, VBSR board members serve as ambassadors for and representatives of not only VBSR and our 700 diverse members, but the people-first, community-oriented, and sustainable business practices that are the basis of our collective vision: *a just, thriving, and transformative economy that works for all people and the planet.*

All VBSR board members are expected to fulfill the following responsibilities (left column) with support from the organization (right column).

Board members will	Board members expect
Commit to align themselves with VBSR’s Organizational Values in action and practice.	An overview of VBSR’s Organizational Values and opportunities to deepen this understanding further.
Serve as an ambassador for VBSR by educating others about and promoting the work of VBSR. (Nominee’s employer must have a clear understanding of board commitment and fully support nominee’s service.)	A full orientation, including background information on VBSR’s history, current work, and future goals.
Learn about VBSR’s mission, programs, and policies and be able to describe them accurately. Become informed about how VBSR presents itself, the factors that contribute to its success, and what resources exist to advance it.	Relevant materials, education, and updates.
Accept fiduciary responsibility for VBSR and oversee its financial health and integrity. Ensure VBSR has the resources to meet its mission.	Timely, accurate, and complete financial reports.
Contribute financial support in addition to membership dues as they are able.	Multiple ways to contribute, including in-kind.
Disclose any potential conflicts of interest.	Conflict of Interest Policy
Read VBSR newsletter on a consistent basis. Contribute to the awareness and advancement of socially responsible business practices and inform VBSR’s role in developing these practices further.	Clear communications from VBSR. Opportunities to inform VBSR programming and policies.

Participate in board meetings and annual retreat. Actively participate in at least one VBSR committee. Notify chair if unable to attend.	Efficient, enjoyable, and productive Board and committee meetings, with a focus on strategic decision-making and with agendas and meeting materials distributed sufficiently in advance.
Review and monitor VBSR programs to ensure they are run in alignment with our goals and values.	Opportunities to evaluate VBSR programming.
Participate in a range of organizational activities: education and training, networking events, advocacy, fundraising, membership recruitment, sponsorship, and organizational development.	Sufficient notice of opportunities to participate.
Assist in holding fellow Board of Directors, Committees, Executive Director, and Staff to professional standards and organizational values.	VBSR Leadership Principles, Meeting Agreements, and Organizational Values.
Maintain confidentiality of confidential board and organizational information.	Confidential nature of information clearly communicated.
Assure appropriate delegation of authority to the Executive Director and evaluate the performance of the Executive Director.	Clearly written Executive Director Job Description.
Build a collegial working relationship with other board members.	Opportunities to connect with board members outside of board meetings.
Understand the value of VBSR and encourage others to join. Participate in membership recruitment, including identifying prospective members and making introductions. Leverage personal and professional networks to grow VBSR.	Current membership materials and understanding of membership growth goals.
Serve three-year terms in full.	Sufficient notice of when term expires.

## Time Commitment

The board typically meets four times a year, plus a full-day retreat. Meetings and retreats rotate throughout the state, including Burlington, Central Vermont, and the Upper Valley.

In 2025 these gatherings are expected to take place in January, April, March, October, and December. VBSR will continue to follow public health guidance and weather reports as well as input from board members to inform decisions about meeting in-person.

Each board member is expected to actively participate on at least one of our seven committees. Committee descriptions and time commitments are available [here](#) for our five established committees, which are open to both board members and VBSR members. VBSR also has two committees that are currently only open to board members as we work to establish them: Justice, Equity, Diversity & Inclusion (JEDI) and Development.

Including committee work, the estimated time commitment for board members per year is 60 hours (not including travel time).