

Alaska Native Professional Association Board Member Job Description

Roles & responsibilities:

1. Define and oversee the mission of this organization and keep it relevant to the needs of our community.
2. Approve programs and services as relevant to the mission and monitor effectiveness.
3. Provide strategic guidance to the organization and/or contract employee(s).
4. Ensure financial solvency and help raise resources.
5. Select, support and evaluate contract employee(s).
6. Ensure continuous board improvement. As a member of this board, I commit to the following:
 - Attend at least nine board meetings per year.
 - Participate in the board's annual strategic planning session.
 - Participate in at least one board training event and an annual evaluation to identify ways in which our board can improve its performance.
 - Serve on one board committee and attend 75 percent of its meetings.
 - Make an annual personal gift that is meaningful and significant.
 - Understand my roles and responsibilities and becoming sufficiently knowledgeable about our organization and its operations to make informed decisions.
 - Read the materials sent to the board and coming prepared to board and committee meetings.
 - Arrive at meetings on time and staying for the full agenda unless I have otherwise notified the board or committee chair.
 - Ask for clarification on any matters or material that I do not understand before making a decision.
 - Listen carefully and respectfully to other board members and staff with objectivity.
 - Actively support the policies and goals adopted by the Board (speaking with one voice).
 - Observe all laws, regulations and ANPA policies protecting the confidentiality of board business.
 - Conduct myself in a professional manner.

I agree to be informed about and to observe the following board policies in our manual.

- Avoidance of conflict of interest
- Equal opportunity and avoidance of discrimination

Signed: _____ Date: _____
(To be signed/dated by each board member every year)