

# The Alaska Center

## Board of Directors Job Description

### Updated

#### **About The Alaska Center**

We envision a thriving and sustainable Alaska for future generations. Our mission is to engage, empower and elect Alaskans to stand up for our clean air and water, healthy communities, and a strong democracy.

We are Alaskans working to make our home the best place to live. Our future is dependent upon the health of the resources that sustain our diverse cultures and livelihoods, and the power of our people to participate in the decisions that impact our communities. Together, we will ensure that our leaders champion the values that will support a vibrant future for generations to come.

We work across the state to protect the resources that sustain our families, cultures, and communities, while ensuring that Alaskans have a voice in the decisions impacting our future:

- **Wild Salmon:** Alaska's wild salmon are part of our heritage, our identity, and our future. We engage Alaskans to protect critical habitat at the local and state level.
- **Clean Energy:** Climate change threatens our fisheries, cultures, and very existence. We advance clean energy solutions that will help diversify our economy, transition from extractive industries, and make Alaska a leader in innovation.
- **Amplifying Alaskans' Voices:** Alaskans must be able to participate in the resource decisions impacting their communities and livelihoods. We are working for transparent government, strong democracy, and open public processes that allow the voice of the people to define our future.

#### **Responsibilities of the Board of Directors:**

The Board of Directors of AKCenter is legally and fiscally responsible for the nonprofit organization. The Board adheres to the bylaws; sets policy; sets strategic direction and establishes goals, plans and budgets; hires the Executive Director and monitors his/her performance; monitors the use of funds; represents the organization; ensures the functioning of board committees; and provides the leadership necessary for a successful nonprofit organization.

#### **Responsibilities of Individual Directors:**

Each Director acknowledges she/he has legal and fiscal responsibilities associated with the Board position, receives no material profit from Board service, and must comply with state and federal regulations. All board members must enthusiastically support the mission of The Alaska Center

*Board members may serve as volunteers to The Alaska Center programs and projects, but they serve as individuals and not as representatives of the Board.*

General expectations are:

- To be familiar with AKCenter's mission, purposes, goals, policies, programs and services.
- To be able to assess AKCenter's strengths and needs.
- To serve effectively on at least two committees, and possibly as Chair of one.

- To assist with board member nominations and recruitment.
- To assist in the implementation of fundraising strategies and to personally participate in fundraising, achieving an annual “give/get” of \$1,500.
- To help develop, oversee implementation of, monitor, and update the strategic plan.
- To have appropriate communications with other Directors, the ED, and the ED’s staff.
- To prepare for and participate in Board meetings, committee meetings, and organizational activities.
- To maintain appropriate confidentiality and speak for the Board or AKCenter when asked.
- To support the ED and staff by contributing to clear directives created by the Board and senior staff.
- To serve the Board as a Director of the Board rather than as a representative of a special interest group or constituency.
- To avoid even the appearance of conflict of interest and to disclose any possible conflicts to the Board in a timely fashion.
- To demonstrate objectivity, fairness, ethics and personal integrity.
- To never accept or offer favors or gifts from or to anyone who does business with AKCenter.
- To regularly read and comprehend the organization’s financial statements and contribute to the Board’s fulfillment of its fiduciary responsibility.

#### **Time Commitment**

The board meets monthly and committees have standing meetings. Members may videoconference or audioconference for meetings. Each board member is expected to:

- Participate in monthly board meetings;
- Participate in standing committee meetings on which the board member serves;
- Outside of committee/board meetings, spend time contributing to fundraising activities and donor cultivation.

#### **Qualifications:**

- Able to commit to The Alaska Center’s goals and programs.
- Able to work in concert with other Directors and assigned staff on specific projects.
- Able to use experience and knowledge in the areas of conservation, democracy, advocacy, fundraising, finance, law, and other appropriate areas to enhance the success of the organization.

#### **Terms:**

Able to serve a three year term.

**To Apply:** Please send a cover letter and resume stating why you would like to serve on the board of directors.