



## **Board of Directors Job Description (July 2023)**

### **Organizational Background**

The Alaska Center (AKC) envisions a thriving, just 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. With our sister organization, The Alaska Center Education Fund (AKCEF), we are building a movement of engaged Alaskans - the best resource for addressing the climate crisis, protecting our wild salmon legacy, and ensuring our grandchildren's children can call this place home. As an organization, we organize and mobilize with Alaskans to support policies that advance an equitable, clean energy economy and protect the resources that sustain our cultures and communities, in addition to supporting leaders who champion these values.

Our commitment to centering [social justice and racial equity](#) began internally as an organization and has continued as we intentionally participate in educating ourselves on the history of marginalized communities, and the role conservation and efforts to protect the environment have played in further oppressing marginalized communities. We believe that by being more inclusive and integrating diverse perspectives, the AKC can better serve our array of partners in civic, climate justice, Indigenous rights, health, and labor organizations. Within this framework, the Alaska Center's key issue areas are:

- **Advancing Clean Energy and Climate Solutions:** Climate change is the greatest threat to Alaska. We uplift clean and equitable energy solutions that diversify our economy, transition from extractive industries, and make Alaska a leader in innovation.
- **Protecting Wild Salmon:** Alaska's wild salmon are part of our heritage, identity, and future. We engage Alaskans to protect critical habitat at the local and state level.
- **Supporting a Strong Democracy:** Alaskans must be able to participate in the decisions impacting their communities and livelihoods. We support policies and practices that increase access and participation, and amplify the voices of all Alaskans.

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

The Board of Directors of AKC is legally and fiscally responsible for the nonprofit organization. The Board adheres to and updates the bylaws; sets policies that impact finances, personnel, and organization operations; sets strategic direction that guides staff development of annual goals and plans; approves the annual budget and monitors use of funds; hires the Executive Director(s) and monitors his/her/their performance; ensures the functioning of Board committees; and provides the leadership necessary for a successful nonprofit organization. All Board members are considered ambassadors of the organization, and should be enthusiastic about the vision and mission of AKC.

### **Responsibilities of Individual Directors**

Each Director acknowledges she/he/they has legal and fiscal responsibilities associated with the Board role, receives no material profit from Board service, and must comply with state and federal regulations. Specific board member responsibilities:

- Become familiar with and hold the Board accountable for AKC's goals, policies, and programs.
- Commit to help strengthen racial justice, equity, and inclusion (RJEI) throughout our organization.
- Assess AKC's strengths and needs and help develop, monitor, and update the strategic plan.
- Participate in fundraising activities and special events.



- Make a personal contribution to the organization once a year, at a level reasonable to the individual.
- Review and approve the organizations' annual budgets, and regular financial statements, toward fulfilling fiduciary responsibilities.
- Demonstrate objectivity, fairness, ethics and personal integrity, and maintain appropriate confidentiality when necessary.
- Assist with Board member recruitment and mentor new Board members.
- Share Board responsibilities by serving on committees and in leadership positions, and attend and prepare for Board and committee meetings.

### **Time Commitment**

The full Board typically meets six-seven times each year, virtually. Directors are expected to participate in at least 80% of Board meetings and two special gatherings: our annual Auction & Celebration (spring), and a weekend evaluation and planning retreat (fall).

The Board has four committees: Development, Finance-Policy, Political, and Recruitment. Each Board member is asked to participate in at least one committee. Committees have virtual meetings, ranging from monthly to quarterly depending upon activities. Outside of meetings, board members may also participate in periodic issues or electoral briefings, webinars, or community events.

**Term:** Able to serve a 3-year term.

### **Qualifications**

- Commitment to AKC's vision, mission, and developing goals.
- Ability and willingness to collaborate with other Directors, and when necessary, staff.
- Ability to prioritize organizational priorities and needs over regional/local interests.
- Willingness to apply life and lived experiences, knowledge, and skills to the priorities of AKC, and the primary Board functions (fundraising, finance, legal and operations).
- Background and/or committed to racial justice, equity, and inclusion (RJEI) as it pertains to Board priorities and objectives.

**To Apply:** Please email a resume or bio, and a cover letter to [dmsong93@gmail.com](mailto:dmsong93@gmail.com) stating:

- Why you would like to serve on the Board of Directors
- Your experience with racial justice, equity, and inclusion processes
- Your experience with clean energy and climate solutions or sustaining Alaska's wild habitat, or working to build a strong democracy.

*We are committed to supporting, centering, and working with Black, Indigenous, People of Color, Working-Class and Socioeconomic disadvantaged people, Women, LGBTQIA2+ people, and people with disabilities in addressing the many crises that impact us. We encourage people with these identities or who are members of other communities to apply.*