**The Alaska Center Education Fund**

**Board Member Job Description**

**Updated 6.16**

**About The Alaska Center Education Fund**

We envision a thriving and sustainable Alaska for future generations. Our mission is to educate and empower Alaskans of all ages to support clean air and water, encourage healthy communities, and become engaged citizens.

We are Alaskans working to make our home the best place to live.  Our future depends upon the health of the resources that sustain our diverse cultures, livelihoods, and families.  Together, we ensure everyone can enjoy Alaska’s tremendous natural resources, and that we grow and cultivate leaders who champion values supporting a vibrant future for generations to come.

We work with Alaskans to understand the values of our natural assets like clean air, water, and salmon, and how clean energy, diverse cultures, and local sustainable economic opportunities support the quality of life we desire for ourselves and our children’s children. We also work to ensure Alaskans are knowledgeable and have a voice in the decisions impacting our future.

The Alaska Center Education Fund houses our Trailside Discovery Camp, a long-standing outdoor education and leadership program serving thousands of children in southcentral Alaska each year.

**Responsibilities of the Board of Directors**:

The Board of Directors of Alaska Center Education Fund is legally and fiscally responsible for the nonprofit organization. The Board adheres to the bylaws; sets policy; establishes strategic direction, 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 AKCenter Ed Fund.

*Board members may serve as volunteers to AKCenter Ed Fund programs and projects, but they serve as individuals and not as representatives of the Board.*

General expectations are:

* To be familiar with our organization’s mission, purposes, goals, policies, programs and services.
* To be able to assess our organizational strengths and needs.
* To serve as an ambassador of the organization, positively representing The Alaska Center Education Fund to external audiences, and leveraging connections to advance the mission.
* 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.
* 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 the organization when asked.
* To support the ED and her 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 our organization.
* To regularly read and comprehend the organization’s financial statements and contribute to the Board’s fulfillment of its fiduciary responsibility.
* To mentor new/oncoming board members; and as a new board member, to participate in orientation.

**Time Commitment**

The AKCenter Ed Fund board meets every other month (teleconference), and committees have standing meetings, ranging from monthly to quarterly depending upon activities. Each board member is expected to:

* Participate in every other month board meetings (teleconference) annually
* Participate in standing committee meetings on which the board member serves
* Participate in one face-to-face retreat annually
* Outside of committee/board meetings, spend time contributing to fundraising activities and donor cultivation

**Qualifications:**

* Able to commit to our mission, 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, fundraising, finance, law, and other appropriate areas to enhance the success of our organization.

**Terms:**

Able to serve a three year term.

**To Apply:** Please send a cover letter and resume or bio to [agrappoport@gmail.com](mailto:agrappoport@gmail.com) stating why you would like to serve on the board of directors.