



## **Board of Directors** **Job Description** (updated 02/2023)

### **Organizational Background**

The Alaska Center Education Fund (AKCEF) envisions 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 a strong democracy. With our sister organization, The Alaska Center, 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.

AKCEF is committed to centering our work through a social justice and racial equity lens. We began internally by educating ourselves on the history of marginalized communities and the role conservation and environment protection efforts have played in oppressing those communities. We believe that by being more inclusive and integrating diverse perspectives, the AKCEF can better serve our communities and civic, climate justice, Indigenous rights, and health partners.

Within this Racial Justice Equity and Inclusion (RJEI) framework, the Alaska Center Education Fund houses a ladder of programs aimed at cultivating future leaders and increasing community engagement. Our three programs include:

- **Trailside Discovery Camp** provides outdoor education to thousands of children in southcentral Alaska.
- **Alaska Youth for Environmental Action (AYEA)** offers statewide leadership and community organizing opportunities for young leaders across ages 13-18 years.
- **Civic Engagement Program** supports non-partisan education to engage voters (including young and new voters) and create opportunities to grow civic participation.

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

The AKCEF Directors are legally and fiscally responsible for the nonprofit organization's responsibilities include:

- Setting the strategic direction that guides annual goals, plans and staff development.
- Hires the Executive Director(s) supports, monitors, and evaluates his/her/their performance.
- Approves the annual budget and monitors use of funds.
- Sets policies that impact finances, personnel, and organization operations.
- Adheres to and updates the bylaws.
- 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 the Alaska Center Education Fund.

### **Responsibilities of Individual Directors**

Each AKCEF 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 AKCEF accountable to its goals, policies, and programs.



- Review and approve the organizations' annual budgets, and regular financial statements.
- Assess AKCEF's needs and strengths; help develop, monitor, and update the strategic plan.
- Assist with Board member recruitment and mentor new Board members.
- Participate in fundraising activities and special events.
- Make a personal contribution to the organization once a year, at a level reasonable to the individual.
- Commit to help strengthen RJEI throughout our organization.
- Demonstrate objectivity, fairness, ethics, and personal integrity, and maintain appropriate confidentiality when necessary.
- 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 meets virtually, once per month. Directors are expected to participate in 80% of Board meetings, and two special meetings: our annual Auction & Celebration (spring), and an annual day-long evaluation and planning retreat (fall).

The Board has 3 standing committees: Development, Finance-Policy, and Recruitment. Each Board member is asked to participate in two (2) committees. Committees have standing meetings, ranging from monthly to quarterly depending upon activities. Members may participate virtually. 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 The Alaska Center Education Fund's vision, mission and strategic 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 AKCEF, 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/bio, and a cover letter to [bernice.nisbett@gmail.com](mailto:bernice.nisbett@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 youth programs, clean energy and climate solutions, 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.*