

Northern Alaska Environmental Center

Board member job description

Specific duties of board members consist of the following.

Governance

- Help recruit and train board members and participate in annual assessment of board effectiveness
- Select board officers and committee chairs annually
- Hire executive director, provide guidance and assistance to executive director, and participate in annual performance review
- Approve personnel policies, including grievance procedures and executive director compensation
- Amend by-laws and develop policies and guidelines as needed
- Encourage involvement from volunteers and ensure volunteers are duly recognized
- Ensure all legal and ethical responsibilities of the organization are met

Leadership

- Review mission, goals, and programs
- Evaluate the effectiveness of programs and organization as a whole
- Participate in long-term strategic planning process
- Approve multi-year strategic plan
- Approve annual operating plan
- Assist staff in implementation of strategic plan and operating plan

Finance

- Ensure financial accountability of the organization
- Review and approve financial statements
- Approve annual budget
- Manage properties and investments
- Hire financial auditor as required

Fundraising



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- Ensure adequate resources to achieve the organization's mission
- Help plan and participate in fundraising activities
- Contribute personally to the organization at a level that is meaningful
- Actively assist staff members, when needed, in raising revenue

Outreach

- Ensure that goals and programs reflect the wishes of members
- Represent the Northern Center to stakeholders and the general public
- Promote collaboration with allied organizations

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