

BOARD OF DIRECTORS JOB DESCRIPTION

AMCC is guided by a volunteer board of directors who bring their passion for AMCC's mission as well as their skills, knowledge, and experience to a leadership role with the organization. Board members of AMCC have fiduciary and legal responsibilities for the organization and its conduct. Board members shall be active members of AMCC.

RESPONSIBILITIES OF THE BOARD OF DIRECTORS:

- **Provide organizational governance:** The board is responsible for strategic planning and ensuring that the organization stays true to its mission, vision, and guiding principles. The board ensures proper functioning of board processes and good organizational governance.
- **Contribute to the financial health:** Board members shall contribute to AMCC's fundraising success as appropriate to the individual including making a personal contribution to AMCC, selling tickets for AMCC's annual raffle and assisting with community fundraisers and membership events.
- **Support the Executive Director:** The board shall be responsible for ensuring that the executive director is well supported with the resources s/he needs to maintain a healthy and sustainable organization. In addition, the board hires and evaluates the executive director.
- **Serve as an ambassador/spokesperson:** The board shall be spokespeople in the community to promote AMCC's mission, vision, and programs.
- **Ensure fiscal and legal responsibility:** The board maintains oversight for the legal and fiscal activities of the organization. This includes maintaining adequate knowledge of the organization's financial position, ensuring proper financial controls are implemented, approving an annual budget, overseeing an annual audit, and ensuring a robust fund development plan for the organization is in place.
- **Contribute to a strong board of directors:** Assist in the ongoing process of ensuring a healthy mix of skill, experience, and passion on the AMCC board by ensuring a robust nominations process is in place and cultivating new leadership and talent on the board.

TERM:

Each board member is committed to serving a three-year term and may serve no more than a maximum of three full terms.

TIME COMMITMENT:

- Attend four full board meetings per year (two in-person three day meetings in Anchorage or a board-selected coastal community and two teleconference meetings).
- Participate actively in one or more committees of the board.
- Attend scheduled board retreats, planning meetings, workshops or other board development activities. Attend, support and participate in special events.
- Board members are expected to maintain communication and be responsive to requests regarding pertinent board issues.

ETHICAL & BEHAVIORAL STANDARDS:

AMCC expects board members to abide by the following ethical and behavioral standards:

- Board members must exercise attention and prudence in their actions on behalf of AMCC.
- When dealing with organizational matters, board members must place their loyalty to AMCC and the good of the organization above personal interests and viewpoints. Conflicts of interests must be disclosed.
- Board members must be faithful to the organization's mission and should act in ways that are consistent with the mission.
- Board members must exercise respect for staff and fellow board members in their actions and communications and be committed to working in a collaborative, team environment.