



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. The board regularly reviews the strategic plan and approves and monitors an annual plan, which serves to implement the strategic plan.
- **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 two 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.



Top Ways for AMCC Board Members to Be Engaged & Be Successful Board Members

- Fully understand and know your role as a board member in ensuring the organization's health and well-being (via reading and training -such as Foraker classes which AMCC can pay for);
- Help the organization stay focused on our most pressing needs and our long-term sustainability;
- Be active in or help lead board committees;
- Talk to/get together with other board members! (outside of meetings);
- Volunteer to support AMCC at events;
- Read the monthly reports provided by staff and our newsletters;
- Host a meeting/house party/event in your community- invite staff members to attend, help them understand issues/players & meet people in your community;
- Develop relationships with AMCC members/donors/partners in your area- get a member list from the office & make it a point to know who is a member;
- Volunteer to call renewing/new members in your area to thank them for their support & talk with them about their interest;
- Help recruit new members & business members;
- Attend Ex Com Meetings (all board members are invited/welcome to attend);
- Write opeds/LTEs or send in comments in on issues AMCC is working (*make sure to work with staff on this first if you wish to be identified as an AMCC member board member since being listed an AMCC board member implies organization support);
- Talk to/call staff about AMCC issues you have questions on/stay conversant in what we are working on;
- Always look for ways to be an ambassador for AMCC;
- Help out with our ongoing needs for things such as obtaining photos for our communications pieces, writing blog pieces for our website, etc.