



# Board Member Position Description

## Mission

The mission of Asian American LEAD (AALEAD) is to support low-income and underserved Asian American and Pacific Islander (AAPI) youth with educational empowerment, identity development, and leadership opportunities through after-school, summer, and mentoring programs. For more information, please visit our website at [www.aalead.org](http://www.aalead.org).

## Position

The Board of Directors supports the work of AALEAD and provides mission-based leadership, strategic governance, fiduciary oversight, and hands-on assistance. While the majority of day-to-day operations are led by AALEAD's executive director (ED), the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. AALEAD board members engage actively with the organization, well beyond regular board and committee meetings. Service on AALEAD's Board is without remuneration.

## Board Member Responsibilities

### Leadership, governance and oversight

- Serving as a trusted advisor to the ED as s/he develops and implements AALEAD's strategic plan
- Assessing AALEAD's outcomes and impact against its stated goals
- Attending all required Board meetings, which include bi-monthly Board meetings, an Annual Meeting (October), and Annual Retreat (January/February)
- Reviewing agendas and supporting materials prior to board and committee meetings
- Approving AALEAD's annual budget, audit reports, and material business decisions
- Being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the ED
- Assisting the ED and board chair in identifying and recruiting other Board Members
- Partnering with the ED and other board members to ensure that board resolutions are carried out
- Serving on at least two committees or task forces and taking on special assignments (AALEAD committees include Finance, Administrative, Fundraising, Programs and Nominating & Governance)
- Representing AALEAD to stakeholders and acting as an ambassador for the organization
- Ensuring AALEAD's commitment to a board and staff that centers and is inclusive of the communities it serves

### Fundraising

AALEAD Board Members will consider AALEAD a philanthropic priority and make and/or solicit annual gifts that reflect that priority.

- Make a personally meaningful financial gift yearly
- Be an Ambassador and/or Table Captain for Fundraising Event(s) by seeking sponsorship from personal and professional contacts

- Attending and inviting guests and supporters to AALEAD events and major fundraising event(s)

### Board terms/participation

AALEAD Board Members will serve a three-year term to be eligible for re-appointment for additional terms. Board meetings will be held bi-monthly and committee meetings will be held in addition to full board meetings.

### Qualifications

This is an extraordinary opportunity for an individual who is passionate about AALEAD's mission and who has experience in nonprofit management, nonprofit boards, and/or youth development.

#### **Ideal candidates will have the following qualifications:**

- Meaningful leadership experience in the nonprofit, business, governmental, or philanthropic sectors
- A commitment to and understanding of AALEAD's youth and families, based on lived experience
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of equity, integrity, credibility, and a passion for improving the lives of low-income AAPI youth

#### **AALEAD is currently seeking candidates for its board with expertise in any one or some combination of the following skills:**

- AAPI youth development
- Nonprofit administration and management
- Communications and marketing
- Nonprofit, employment, or other relevant law
- Technology
- Accounting, financial management
- Fundraising and development
- Strategic visioning and planning
- Racial justice organizing and advocacy

### How to Apply

Applications will be accepted [HERE](#) until October 29, 2021.