



Sitka Legacy Foundation Advisory Board Job Description

SLF Core Purpose and Vision

Core Purpose	Supporting a giving community invested in Sitka's quality of life now and forever.
Core Values	Self-Reliance – Impact – Integrity – Inclusion – Legacy – Service – Collaboration – Forward-Looking
Operating Principles	Impact community – Enhance quality of life – Create positive change – A sustainable fund to continue to work
Core Programs	Endowment building – community development – grant making – Growing community philanthropy
Vision	Demonstrate significant, positive improvements in the quality of life allowing all Sitkans to thrive by growing philanthropy in our community.

Advisory Board Purpose

Together with other members of the board, be legally and morally responsible for all activities and for the fiscal and legal health of the Foundation.

Duty

Board members will serve as individuals whose interest are in the mission of the Foundation and the entire community, not an individual organization or project. Advisors will ensure the Foundation remains obedient to its central purposes including adhering to its governing documents and policies and will develop new policies when needed to maintain the foundation's mission and vision.

Responsibilities

- Attend board and committee meetings. (*Attendance at a minimum of 75% required*)
- Participate on at least one committee.
- Review agenda and supporting materials prior to board and committee meetings
- Represent the organization at community events, with other organizations and with private individuals.
- Be informed about the organization's programs, policies, and services.
- Be informed about the needs to the community, society, and constituents.
- Participate in the creation, review, and approval of short-term and strategic plans.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.
- Follow conflict-of-interest and confidentiality policies.
- Participate in revenue generation and make a meaningful annual personal financial contribution.

I understand the responsibilities of my position and commit to upholding the mission of the Sitka Legacy Foundation.

Board Member

Date



Sitka Legacy Foundation Advisory Board Officer Roles

Board Chair

The Chair is the lead officer of the Advisory Board and oversees SLF’s key activities within the guidelines of its Affiliate relationship with ACF. The Chair presides over all Advisory Board meetings; may sign documents on behalf of SLF, unless signing authority has been specifically delegated elsewhere; and performs all duties outlined in the SLF Chair Job Description, below.

General Characteristics

Proactive	Able to plan ahead and set direction	Good listener	Able to hear and seek feedback from others
Visionary leader	Able to keep the board focused on the big picture	Diverse	Able to understand that the strength of the board lies in resourcefulness
Resourceful	Energetic and committed	Advocate	For board development, evolution, and growth
Team player	Able to lead and invite collaboration	New members	Able to attract followers and motivate people

Key Leadership Skills

Personal Qualities	<ul style="list-style-type: none"> • Be approachable & available • Good listener & Communicator • Show integrity, respect & humility • Be a strategic, visionary, and generative thinker • Develop a group facilitation skill • Encourage open communication & constructive debate
Commitment to the Board	<ul style="list-style-type: none"> • Take ownership for the work on the board • Celebrate the hard work and achievements of individual board members and the collective board • Promote outstanding board development & governance practices
Commitment to the Organization	<ul style="list-style-type: none"> • Show an outstanding of & passion for the mission, values, and work of the organization • Engage board members to show the same commitment • Uphold ethical standards of conduct

Key Duties

- Board Members
 - Ensure that every board member carries out the roles & responsibilities of board service
 - Be the contact for board members on board issues (communication with one another, not around one another)
 - Oversee a board assessment process
 - Partner with board members
 - Oversee affairs & assets

- Participate in strategic planning & program evaluations
- Ensure ethical compliance of all board work
- Practice fiscal & programmatic transparency
- Install & maintain risk management safeguards
- Meetings
 - Preside at all meetings of the board & execute committee & at other meetings of events, as necessary
 - Promote meaningful dialogue at board meetings & give every board member an opportunity to contribute
- Board Committees
 - Appoint board committees & chairs
 - Ensure ongoing communicating with the board
 - Serve as ex officio member of all committees (not intended to participate in all meetings, but to gain firsthand experience and insight into what committees may be grappling with)
- Community
 - Cultivate relationships with individual donors, funders & other community stakeholders
 - Serve as a community ambassador & advocate for the organization
 - Speak at annual meeting, organizational programs & community events; & contribute to the organization's website, newsletter & other communication pieces.

I understand the responsibilities of my position and commit to upholding the mission of the Sitka Legacy Foundation.

Signature

Date

Vice Chair

In the absence of the Chair or in the event of their inability or refusal to act, the Vice Chair shall perform the duties of the Chair. There is an expectation that the Vice Chair will be a candidate for Chair within two (2) years. The Vice Chair shall perform all duties as listed in the Vice Chair Job Description of SLF, below.

Key Leadership Skills

- Be proactive & resourceful
- Be approachable & available
- Be a good listener & communicator
- Be a team player; able to lead & invite collaboration
- Show integrity, respect & humility
- Promote board development & outstanding governance practices

Key Duties

- Leadership
 - Participate as a vital part of the Board's leadership
 - Work with the Board Chair on the scope an implementation of the SLF activities
- Meetings
 - Regularly attend Board meetings
 - Participate on the Executive team (if applicable)
 - Preside at meetings of the board & executive committee & at other meetings or events, as necessary in the absence of the Board Chair
- Carry out special assignments as requested by the Board Chair
- Cultivate relationships with individual donors, funders & other community stakeholders.

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Signature

Date

Secretary

The duties of the Secretary are carried out by the SLF Program Manager unless the Advisory Board chooses to elect a Secretary. The Secretary (or Program Manager acting as Secretary) is responsible for:

- keeping minutes of all Advisory Board meetings;
- ensuring required notices are properly given in accordance with these Operational Guidelines;
- maintaining SLF records and ensuring The Alaska Community Foundation receives copies;
- keeping an up-to-date register of each Advisor's name and address as provided; and
- performing all duties described in the SLF Secretary Job Description, below.

Key Leadership Skills

- Be proactive & resourceful
- Be approachable & available
- Be a good listener & communicator
- Be a team player; able to lead & invite collaboration
- Show integrity, respect & humility
- Promote board development & outstanding governance practices

Key Duties

- General Board Support
 - Gather & distribute correspondence on a timely basis
 - Assist Teams as requested
 - Maintain website changes
- Meetings
 - Secure meeting location & resources for board meetings (i.e. teleconference capability, guest speakers, etc.) (2 weeks prior to meeting)
 - Send board meeting notice including agenda, minutes, and handouts (1 week prior to meeting)
 - Take minutes at board meetings and distribute on a timely basis after each meeting
 - Maintain board member attendance records
 - Regularly attend Board meetings
 - Participate on the Executive Team (if applicable)
 - Provide secretary's report at each board meeting
- Carry out special assignments as requested by the Board Chair

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Signature

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Treasurer

The duties of the Treasurer are carried out by the SLF Program Manager unless the Advisory Board chooses to elect a Treasurer. The Treasurer (or Program Manager acting as Treasurer) is responsible for:

- notifying the Advisory Board of all donations made directly to SLF;
- forwarding these donations to The Alaska Community Foundation promptly so transactions, tax receipts, and formal acknowledgements can be completed;
- ensuring all gifts are acknowledged on behalf of the Advisory Board;
- assisting the Chair in preparing the SLF annual budget;
- monitoring the budget and providing regular financial reports to the Advisory Board; and
- performing all duties described in the SLF Treasurer Job Description.

Key Leadership Skills

- Be proactive & resourceful
- Be approachable & available
- Be a good listener & communicator
- Be a team player; able to lead & invite collaboration
- Show integrity, respect & humility
- Promote board development & outstanding governance practices

Key Duties

- Process Transactions
 - Check the Post Office Box (#2354) and distribute communications, as necessary
 - Log all cash receipts, a copy of SLF records and timely mail to ACF
 - Send Thank You notes to donors
 - Cross- reference Cash Receipt Log with ACF Gift Log to ensure accuracy
 - Assist with reimbursements and vendor payments (all payment requests must have adequate documentation).
- Meetings
 - Regularly attend Board meetings
 - Participate on the Executive team (if applicable)
 - Provide treasurer's report at each board meeting
- Carry out special assignments as requested by the Board Chair

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Signature

Date