

INTERIOR ALASKA
GREEN STAR[®]
Member of the Board of Directors
Job Description and Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Interior Alaska Green Star so as to support the organization's mission and needs. The Board of Directors is the legal authority for Interior Alaska Green Star. As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

Mission: Interior Alaska Green Star is a non-profit organization which encourages households and businesses to practice waste reduction, energy conservation and pollution prevention.

Length of Term: One year

Meetings and Time Commitment:

- The board of directors meets on the first Wednesday of every month from 5:30pm to 7:30pm. Meeting locations vary and are announced prior to each meeting.
- Committees meet an average of four times per year, pending their respective work agendas.
- Board members are asked to attend at least two special events or meetings per year, as they are determined.

ROLES OF BOARD DIRECTORS

Nonprofit board members approve and systematically implement policies to ensure achievement of the mission of the organization and to prevent perceived, potential, or actual conflict of interest. A nonprofit board ensures and nurtures adequate human and financial resources and actively monitors and evaluates the organization's executive director/CEO, as well as service and financial results.

The board of directors has the principal responsibility for fulfillment of the organization's mission and the legal accountability for its operations. This means that as a group they are in charge of establishing a clear organizational mission, forming the strategic plan to accomplish the mission, overseeing and evaluating the plan's success, hiring a competent executive director and providing adequate supervision and support to that individual, ensuring financial solvency of the organization, interpreting and representing the community to the organization, and instituting a fair system of policies and procedures for human resource management. Board of directors are trustees who act on behalf of an organization's constituents, including service recipients, funders, members, the government, and taxpayers.

Board members have a duty of loyalty to the organization, its staff and other board members. While differences of opinion are sure to arise, board members should seek to keep disagreements impersonal. By practicing discretion and accepting decisions made on a majority basis, board unity and confidence will be promoted.

Board members accomplish their functions through regular meetings and by establishing a committee structure that is appropriate to the size of the organization and the board. Board members arrive at



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meetings prepared and ready to engage in thoughtful dialogue, and there is a group process which generates and uses the best thinking of its members.

Boards should be open to self-evaluation and regularly review their own composition to ensure constituent representation, and board expertise and commitment. Further, the board is responsible for evaluating and determining compensation for the executive director.

BOARD RESPONSIBILITIES

1. Ensure organization stays on mission, develop strategic direction, define short and long term strategic goals and objectives, and evaluate progress on an annual basis at a board retreat.
2. Communicate and promote Interior Alaska Green Star's mission and programs to the community. Board should also be alert to community concerns that can be addressed by Interior Alaska Green Star's mission, objectives, and programs.
3. Approve organizational policies for the effective, efficient, and cost-effective operation of the organization.
4. Approve the organization's budget on an annual basis and conduct quarterly financial reviews.
5. Actively participate in fundraising as determined by strategic fundraising plan.
6. Be prepared to contribute their time, money and other resources. Directors should be prepared to contribute financially to the work of the organization or find individuals who are willing to contribute. In addition, directors should willingly contribute their expertise (e.g. marketing, lobbying, accounting, legal, etc) to further the aims of the organization.
7. Participate fully on board committees as assigned.
8. Hire, determine compensation, and annually evaluate the performance of the executive director/CEO.
9. Annually review the overall compensation structure, using industry-based surveys of salaries and benefits. The board should ensure that a livable hourly compensation is paid to all employees, whether full- or part-time. The board should establish policies, when appropriate, on employee benefits, vacation, and sick leave.
10. Recruit, hire, and monitor the work of the executive director. The executive director is the employee of the board and as such is required to implement policy. It is not the job of the board to engage in the management of day to day operations of the organization.
11. Advocate on behalf of the organization – directors must be prepared to promote the views of the organization in order to secure funding, legislation and other support for the organization. This requires an informed board member.
12. Ensure compliance with regulations and accrediting bodies.
13. Maintain strong levels of respect and confidentiality when appropriate.
14. Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
15. Understand the policies and procedures of Interior Alaska Green Star.