



Position Description for Board Officers & Advisers

Updated March 19, 2019

SELECTION PROCESS

More Info: www.theseadproject.org

Application Process:

- Candidate sends resume/LinkedIn Profile and letter of interest that outlines community experience addressing executive director Chanida Phaengdara Potter at chanida@theseadproject.org and Board Chairs at hi@theseadproject.org.
- Interview with governance team (executive director and at least one board officer).
- Governance team reviews all application materials and makes recommendation to either approve or not approve candidate for appointment by full executive board.
- Executive board consensus for approval and appointment.
- Candidate accepts appointment.
- Operations manager, executive director and chairs facilitate onboarding process.

SEAD BACKGROUND

HISTORY

The SEAD Project started in 2011 with the vision of a group of Southeast Asians who wanted to not only connect with their roots and heritage but to think bigger and beyond preservation. We're growing a diaspora movement. To rethink and reimagine and reshape what's possible in sustainable community development and growth for a thriving community with a pivoted focus on empowering Southeast Asian leaders, women and young people. Since 2015, SEAD is a legally recognized 501c3 nonprofit organization based in Minneapolis, Minnesota and a satellite office in Vientiane, Laos.

MISSION

The SEAD Project (Southeast Asian Diaspora) is a community organization on a mission to be an accessible creative hub that provides streamlined workshops and tools to engage and share knowledge in Khmer, Hmong, Lao and Viet diaspora communities. Through safe and welcoming spaces, we hope to grow empowerment to plant the seeds of hope and possibility, locally and globally.

VISION

Growing empowerment ecosystems in Southeast Asian diaspora, through language and storytelling.

OUR VALUES

- Community-Minded
- Culturally-Accessible
- Creative
- Global-Thinking
- Sustainable
- Innovative

- Fair
- Equitable
- Transformative
- Empowering
- Integrity-Leading
- Transparent
- Continuously-Learning
- Holistic
- Balanced
- Progressive

PRINCIPLES

- I. We grow an organizational culture that seeks to better understand and is reflective of our collective SEA cultures.
 - II. We foster a healing-centered environment that is safe, courageous and welcoming.
 - III. We are a family that can and will hold each other with compassionate accountability.
 - IV. We lead through a lens that is community-minded, decolonized, equitable, fair and fearless.
 - V. We are informed by communities we serve and lead with.
 - VI. We are authentic, ethical and transparent about our work and approach.
 - VII. We will explore and experiment sustainable solutions to do and be better as community members.
 - VIII. We share, reclaim and reflect on diverse and complex SEA narratives.
 - IX. We strengthen relationships within and outside of SEA communities.
 - X. We increase voice and visibility of SEA issues and stories for, by and with SEA communities.
 - XI. We collaborate and partner across communities, cultures and generations.
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BOARD POSITIONS

The following are volunteer position descriptions for board members and advisers of The SEAD Project. We are currently accepting applications for general board members. For any questions and concerns, contact chanida@theseadproject.org or hi@theseadproject.org.

Service Terms

Please note that SEAD is currently a working governing board. All board positions are 2-year renewable terms (from start date), with 3 serving terms maximum.

Interview Process

All potential candidates must apply to the board. Board members are interviewed by the executive director and one board member to be moved on for recommendation to the full board. Candidates must be approved by full board consensus.

Time Commitment

- *Individual:* Up to 5 hours per month, which includes working groups, email communications, and volunteering at major events as needed
- *Board Meetings:* 2-3 hours per month. Currently meeting the last Saturday of the month in person.

Desired Backgrounds

Majority of board must be representative of communities SEAD serves:

- Southeast Asian diaspora heritage backgrounds (Hmong, Khmer, Lao, Viet)

- Experience and knowledge working with diverse groups (specifically Southeast Asian communities)
- Experience and knowledge of community issues impacting Southeast Asian diaspora communities

Desired Skills

Finance, fund development, nonprofit, community engagement, community development, donor relations, marketing/communications, IT/digital technologies, education, research, program development, social business

Chair: The chair shall convene regularly scheduled board meetings, preside or arrange for other members of the executive committee to preside at each meeting in the following order: co-chair, secretary and treasurer. Additional duties are listed below.

- Attend all meetings.
- Oversee board and executive committee meetings.
- Serve as ex-officio member of all committees.
- Work in partnership with the executive director to make sure board resolutions are carried out.
- Call special meetings as necessary.
- Appoint all committee chairs, and with the chief executive, recommend who will serve on committees.
- Assist executive director in preparing agenda for board meetings.
- Assist executive director in conducting new board member orientation.
- Oversee the search for a new chief executive.
- Coordinate executive director's annual performance evaluation.
- Work with the nominating committee to recruit new board members.
- Act as the cause ambassador and alternate spokesperson for the organization.
- Consult with board members on their roles and help them assess their performance, individually and through an annual Board Self Assessment.

Co Chair: The co chair shall chair committees on special subjects as designated by the board. Additional duties are listed below.

- Attend all board meetings.
- Serve on the executive committee.
- Carry out special assignments as requested by the board chair.
- Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence.
- Participate as a vital part of the board leadership.
- Act as cause ambassador

Secretary: The secretary shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, and assuring that corporate records are maintained. Other duties performed by the secretary include the following:

- Attend all board meetings.
- Serve on the executive committee.
- Maintain all board records and ensure their accuracy and safety.
- Review board minutes.
- Assume responsibilities of the chair in the absence of the board chair, chair-elect, and co chair.
- Provide notice of meetings of the board and/or of a committee when such notice is required.
- Act as cause ambassador

Treasurer: The treasurer shall make a report at each board meeting. The treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to board members and the public. Additional duties are listed below.

- Maintain knowledge of the organization and personal commitment to its goals and objectives.
- Understand financial accounting for nonprofit organizations.
- Serve as financial officer of the organization and as chairperson of the finance committee.
- Manage, with the finance committee, the board's review and action related to the board's financial responsibilities.
- Work with the executive director and finance to ensure that appropriate financial reports are made available to the board on a timely basis.
- Assist the executive director or finance in preparing the annual budget and presenting the budget to the board for approval.
- Review the annual audit, as required by law, and answer board members' questions about the audit.
- Act as cause ambassador

General Board Member: For general board members, The Board will support the work of The SEAD Project and provide mission-based leadership and strategic governance. While day-to-day operations are led by the Executive Director (ED), the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Additional duties are listed below.

- Attend all board meetings.
- Serve on at least one executive committee (fund development, marketing, finance, etc)
- Carry out special assignments as requested by the board.

- Understand the responsibilities of the board as a whole.
- Participate as a vital part of the board leadership.
- Act as cause ambassador

Advisors: Periodically during board meetings, advisors are invited as non-voting and will consist of stakeholders (community members, clients, etc) who have a particular interest in being part of the conversation in strategizing and contributing valuable information and insight to the development of the organization, but who are not part of the leadership board.

Five Things Every Board Member is Responsible For:

1. Ensure that organizational resources are used to meet the mission as promised and in compliance with the law
2. Position the organization to be strong in the future
 - a. Ensure financial stability
 - b. Ensure funding resources
 - c. Plan strategically based on a clear understanding of community realities and trends
3. Support and supervise the Executive Director
4. Recruit, train and engage board members
5. Be an ambassador for the organization, including volunteering time, resources and money to programmatic activities

(Adapted from Minnesota Council of Nonprofits)