

ALASKA LITERACY PROGRAM

JOB TITLE: DIRECTOR, BOARD OF DIRECTORS

JOB SUMMARY: Work as a cooperative body of individuals to set organizational policies, monitor program activities, promote ALP's mission, oversee budget revenues and expenditures, design and participate in fundraising events and activities.

QUALIFICATIONS REQUIRED:

1. A demonstrated interest in the organization's mission and goals.
2. Specific experience and/or knowledge in at least one of the following:
 - a. Organization Development
 - b. Financial Management
 - c. Fundraising
 - d. Legal
 - e. Personnel Administration
 - f. Program Development
 - g. Program Evaluation
 - h. Public Relations or Communication
3. Willingness to make time commitment to serve
4. Willingness to participate on Board Committees

OVERALL RESPONSIBILITIES:

1. Act as trustees of the organization on behalf of its donors and/or funding sources
2. Define the organization's mission, establish goals and objectives
3. Establish policies, guidelines, and limits for the organization's operations
4. Be legally accountable for all aspects of the organization's operation
5. Authorize programs sponsored by the organization
6. Evaluate results of the organization's operations

KEY RESPONSIBILITY AREAS:

1. **Policy Administration**
 - A. Establish or continue policies which serve as guidelines for all functional areas of the organization, including:
 1. Corporate Affairs...By-Laws
 2. Personnel
 3. Finance
 4. Community Relations
 - B. Determine the organization's purpose and direction through development of:
 1. Mission Statement
 2. Strategic Plan

JOB DESCRIPTION

Board of Directors

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2. Finance

- A. Approve and monitor the organization's budget
- B. Establish policies pertaining to the financial management of the organization
- C. Monitor the on-going financial operation
- D. Assure all legal financial requirements are being met
- E. Authorize and approve an annual independent audit
- F. Work with the Executive Director and Development Director in developing new financial resources and fundraising

3. Public and Community Relations

- A. Establish policies and plans which:
 - 1. Promote ALP in the community
 - 2. Advocate for literacy in the community
 - 3. Inform public of literacy issues and the role ALP has in addressing these issues

4. Personnel

- A. Establish and monitor personnel policies
- B. Select, employ, and evaluate the Executive Director
- C. Participate in recruitment, selection, and development of Board Members

5. Program Development and Evaluation

- A. Authorize agency programs
- B. Monitor and evaluate agency programs and recommend policy and program revisions