



## Board Member Job Description

### Mission

The mission of United American Indian Involvement, Inc. is to promote and support the physical, behavioral, and spiritual well-being of American Indian/Alaska Natives in the urban Los Angeles area by providing comprehensive, integrated services that focus on all age groups and incorporate American Indian/ Alaska Native cultures and traditions.

### Position

The Board of Directors (Board) will support the work of United American Indian Involvement, Inc. (UAI) and provide mission-based leadership and strategic governance. While day-to-day operations are led by UAI's Chief Executive Officer (CEO), the Board-CEO relationship is a partnership. The appropriate involvement of the Board, as described in the bylaws, is both critical and expected. As the entrusted leadership body of UAI and to satisfy its fiduciary duties, the Board is responsible for the following:

- managing the mission, vision, and purpose of UAI
- selecting, advising, and evaluating the performance of the CEO
- strategic and organizational planning
- approving and monitoring the viability of UAI's programs and services
- ensuring strong fiduciary oversight and financial management
- approving UAI's annual budget, and material business decisions
- fundraising and resource development
- enhancing and promoting UAI's public image
- assessing its performance as the governing body of UAI

### Responsibilities of Individual Board Members

#### Specific Board Member responsibilities include:

- understanding the mission, vision, and purpose of UAI
- contributing to the ongoing coaching and performance evaluation of the CEO
- attending, preparing, and actively participating in monthly Board and strategic planning meetings
- serving on committees or task forces and taking on special assignments
- comprehending and adhering to UAI's bylaws, policies, and all legal and fiduciary responsibilities
- reviewing and understanding UAI's financial statements
- serving as an active advocate and ambassador for UAI by leveraging connections, networks, and resources to benefit UAI public standing
- identifying and securing the financial resources and partnerships necessary for UAI to advance its mission
- ensuring board resolutions are carried out
- maintaining confidentiality about all UAI internal matters

## Board Terms

- UAI board members serve a 2 year term and are eligible for reappointment
- Board meetings are held monthly, generally on the third Monday of the month
- Committee meetings and board trainings are held as deemed necessary by the Board

## Qualifications

This is an excellent opportunity for an individual who is passionate about UAI's mission and has a track record in leadership. Ideal candidates will have the following qualifications:

- Have a professional reputation that enhances UAI's reputation and strengthens the Board's role in supporting the organization's mission.
- Have a clear understanding of governance and the importance of shared understanding with management about accountabilities and decision-making processes.
- Have sufficient knowledge of management of a growing organization in a rapidly changing environment to provide substantive advice.

## 2021 Board Openings

We currently have 2 Board member openings for 2021; a preference will be given to individuals with expertise in accounting, finance, human resources, organizational development, or conflict resolution.

We encourage local tribal members and elders to apply but will consider anyone who has a passion for working with the American Indian/Alaskan Native community. If interested, please submit your cover letter and resume to [aaa@uaii.org](mailto:aaa@uaii.org).

### **DEADLINE FOR SUBMISSION OF COVER LETTERS AND RESUMES IS DECEMBER 30, 2020.**

Selected candidates will be invited to give a short presentation at the January 2021 Board meeting.

We aim to announce new Board Members by February 2021.