



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 (Koniag Education Foundation) to support the organization's mission and needs.

Mission statement: *Empowering Alutiiq people to achieve their potential through education.*

Major responsibilities:

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Personnel evaluation and staff development
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

**Board members share these responsibilities while acting in the interest of Koniag Education Foundation. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

Length of term: Three years - which may be renewed pending approval of the nominations committee and board.

Meetings and time commitment:

- The board of directors meets quarterly on the third Thursday of every third month at 3:30 p.m. AST via Zoom. Meetings typically last 90 minutes.
- Committees of the board meet an average of four times per year, pending their respective work agenda.
- Board members are asked to attend a strategic planning session in person every other May beginning in 2012.

Expectations of board members:

- KEF Board Members must resign from the Board of Directors in order for immediate family members to be considered for funding through KEF.
- Attend and participate in meetings regularly and special events as able.
- Participate in a standing committee of the board and serve on ad-hoc committees as necessary.
- Help communicate and promote Koniag Education Foundation's mission and programs to the community.
- Become familiar with Koniag Education Foundation's finances, budget, and financial/resource needs.
- Understand the policies and procedures of Koniag Education Foundation.
- Financially support Koniag Education Foundation in a manner commensurate with one's ability.



KEF Board of Directors Application

Name: _____ Home Phone: _____
Address: _____ Work Phone: : _____
_____ Cell: _____

Email: _____

Employer: _____ Type of Business: _____
Address: _____ Title: _____
_____ Email: _____

Your background expertise (please check all that apply):

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Board Development | <input type="checkbox"/> Education | <input type="checkbox"/> Knowledge of ANCs | <input type="checkbox"/> Non-Profits |
| <input type="checkbox"/> Business | <input type="checkbox"/> Financial | <input type="checkbox"/> Leadership | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Community Outreach | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Legal | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Cultural Knowledge | <input type="checkbox"/> Grant Writing | <input type="checkbox"/> Marketing | |
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Do you currently have or will you have an immediate family member interested in applying for KEF scholarships in the next three years? Yes No

Are you a Koniag Shareholder or Descendant? Yes No

Have you previously served on the Koniag Education Foundation board? If yes, please describe your terms of service. Yes No

What other non-profit boards have you served or are serving currently (please include the organization, your role/title, and dates of service)?

Do you foresee any conflicts with attending board meetings, which are typically held in February, May, August, and November? Please describe.

Are you aware of any conflict-of-interest situation, business or personal, that you may have with serving as a director for KEF? Please describe. _____

Please list any groups, organizations, or businesses that you could serve as a liaison to on behalf of Koniag Education Foundation.

Describe your skills, experience, and interests and how they may benefit KEF.

What is your interest in serving as a director of the Koniag Education Foundation and how do you think you can contribute to the overall mission if you become a board of directors' member?

Please attach your resume to your application.

Signature

Date

Please email to
Director@koniageducation.org or
mail to:

Koniag Education Foundation
ATTN: Nominating Committee
194 Alimaq Drive
Kodiak, AK 99615