

Returning the Gift Board Member Job Description

Board Members will assist our organization in finalizing our non-profit status, approve our organizing documents (bylaws and policies), support and further our mission, and help us to build a strong base in our local community and throughout the international indigenous community. All Board Member positions are volunteer commitments. Board Members will serve a one, two, or three-year term (staggered). Required Board Member training will be provided. Your commitment to our organization's mission and to helping us build a strong, professionally run organization is more important than your previous Board Member experience.

RTG Board Member Responsibilities

The Board will support the work of RTG by providing mission-based leadership and strategic governance. While RTG's Executive Director and staff lead day-to-day operations, we work in partnership with the Board, and the appropriate involvement of Board Members is both crucial and expected. Board Member responsibilities include:

Leadership, Governance, and Oversight

- Understanding RTG's mission, bylaws, policies, programs, and needs
- Approving RTG's organizational documents including bylaws and policies as well as changes to those documents
- Approving RTG's annual budget and audit reports; being informed of and meeting all legal and fiscal responsibilities
- Contributing to an annual performance review of the Executive Director
- Assisting the Executive Director and staff in identifying and recruiting new Board Members
- Serving on at least one Board/staff committee
- Ensuring RTG's commitment to a diverse Board and staff that reflects the communities which we serve
- Positively and professionally representing RTG to stakeholders and the community
- Enhancing RTG's public image
- Assessing the RTG board's performance as a governing body
- Leverage connections, networks, and resources to develop collective action to fully achieve RTG's mission
- Maintain the necessary confidentiality about all internal matters of RTG

Fundraising

- All Board Members are expected to actively support and assist with RTG's fundraising activities to give our organization a solid pathway to financial

stability.

Board Terms and Time Commitment

- For our initial Board, Board Members will have the option to select a one, two, or three-year term so that we can stagger future Board elections and ensure some organizational continuity. After this year, Board Members will be elected to a three-year term with the option to be re-elected to a second consecutive three-year term.
- For the first year, the Board will meet monthly unless the Executive Director and Board President determine that schedule should be altered to meet the needs of the organization. After the first year, the Board President and Executive Director will recommend a meeting schedule for Board approval.
- Any Board Member who misses three consecutive meetings will be considered to have resigned unless the Member submits a written request and plan to correct the attendance issue to the Board President immediately after the third consecutive absence.

Board Member Qualifications

- Passionate about RTG’s mission and committed to helping our young organization become successful and established
- Willing and able to meet time and fundraising commitments outlined above
- A commitment to and understanding of the communities served by RTG
- Skills in consensus-based leadership and building and maintaining relationships among a diverse group of individuals
- High ethical standards, including the willingness to sign an annual conflict of interest statement and disclose any potential conflicts of interest
- Professional experience in law, finance, literary/arts studies, indigenous studies, pedagogy, nonprofit arts organizations, or education

Board Member

Date

Director of Board

Date