

Hui Malama Learning Center Board of Directors Job Description

1. Advocate for the best interests of the organization.
2. Recruit, employ, evaluate and terminate, if necessary, the Executive Director.
3. Partner with the Executive Director in determining and achieving the organization's mission. Keep abreast of the organization's programs, people, and resources.
4. Ensure that the organization is operated as a charitable, non-profit, non-partisan, educational organization. Determine mission and purpose.
5. Maintain familiarity with the articles of incorporation, current bylaws and financial statements.
6. Act prudently and responsibly as a steward of the organization's charitable assets by safeguarding them from misuse, waste, and embezzlement. Monitor financial planning, management, and reporting.
7. Regularly attend Board meetings and important related meetings. Sit-on or Chair at least one of the Board's functioning committees.
8. Make serious commitment to participate actively in Board work. Stay informed about Board matters, prepare well for meetings, and review and comment on minutes and reports.
9. Work effectively with other Board members and the Executive Director to build a collegial working relationship that contributes to consensus.
10. Actively participate in strategic planning, establishing the Board meeting agendas, conducting annual board self-assessments, and setting organizational goals, policies, and priorities.
11. Assist the Executive Director in volunteer recruitment and training.
12. Participate in outreach and public relations events.
13. Participate in fundraising for the organization, including making an annual gift.
14. Suggest possible nominees to the Board who can make a significant contribution to the work of the Board and to the Board's support of the goals of the organization.