



## The SEAD Project Position Description for Board Officers & Advisers

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### For more info or to apply:

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### THE SEAD PROJECT – BACKGROUND

[The SEAD Project](http://www.theseadproject.org) started with a group of Southeast Asian young professionals who wanted to not only connect with their roots and heritage, but to think bigger and beyond preservation. We're starting a diaspora movement. To rethink and reimagine and reshape what's possible in development and growth for a thriving community with a pivoted focus on empowering our most underrepresented groups: young professionals, women and youth.

Since 2015, SEAD is a legally recognized 501c3 nonprofit organization based in Minneapolis, Minnesota and Vientiane, Laos with a hybrid nonprofit/for-profit model.

### OUR MISSION

Started in 2010, The SEAD Project (Southeast Asian Diaspora Development) is a social venture organization on a mission to be an accessible community hub that provides streamlined cross cultural workshops, meaningful exchanges and knowledge-sharing opportunities that navigates our globalized spaces (societies, communities, cultures, institutions) to achieve sustainable community development for Southeast Asian diaspora. Through safe and welcoming spaces, we hope to drive empowerment and plant the seeds of hope and possibility, locally and globally.

### OUR VISION

Empowering disconnected Southeast Asian local + global diaspora communities.

### OUR VALUES

- *Community-Led*
- *Culturally Accessible*
- *Creative Thinking*
- *Innovative-Driven*
- *Fair + Equitable*
- *Transformative*
- *Empowering*
- *Integrity-Leading*
- *Transparent*
- *Continuously-Learning*
- *Holistic + Balanced*

## **THE SEAD PROJECT – BOARD POSITIONS**

*The following are open volunteer position descriptions for board members, including chair, vice-chair, secretary, treasurer, and adviser of The SEAD Project. It is subject to changes after review by the temporary transitional board. For any questions and concerns, contact Chanida Phaengdara Potter at [chanida@theseadproject.org](mailto:chanida@theseadproject.org).*

### **Service Terms**

All board positions are 2-year renewable terms (from start date), with 3 serving terms maximum. All board members are approved by board consensus.

### **Time Commitment**

- *Individual:* 3-5 hours per month during working groups and presence at major events as needed. Hours will be reduced after all board positions are filled.
- *Executive Board Meetings:* 2-3 hours. Currently meeting every two months, then quarterly after all board positions are filled

### **Desired Backgrounds**

*Many grantors require that majority of board must be representative of communities served*

- Southeast Asian diaspora/heritage backgrounds (Hmong, Khmer, Lao, Vietnamese)
- Experience and knowledge working with diverse groups (specifically Southeast Asian communities)
- Resides in Minnesota Twin Cities metro area (specifically Saint Paul/Minneapolis) and/or Southeast Asia
- Experience and knowledge of Southeast Asia region, diaspora development, issues and affairs

### **Desired Skills**

Finance, fund development, nonprofit, community engagement, community development, donor relations, marketing/communications, IT/digital technologies, education, research, program development, international business

**Chair:** The chair shall convene regularly scheduled board meetings, preside or arrange for other members of the executive committee to preside at each meeting in the following order: co-chair, secretary and treasurer. Additional duties are listed below.

- Attend all meetings.
- Oversee board and executive committee meetings.
- Serve as ex-officio member of all committees.
- Work in partnership with the executive director to make sure board resolutions are carried out.
- Call special meetings as necessary.
- Appoint all committee chairs, and with the chief executive, recommend who will serve on committees.
- Assist executive director in preparing agenda for board meetings.
- Assist executive director in conducting new board member orientation.
- Oversee the search for a new chief executive.
- Coordinate executive director's annual performance evaluation.
- Work with the nominating committee to recruit new board members.
- Act as the cause ambassador and alternate spokesperson for the organization.

- Consult with board members on their roles and help them assess their performance, individually and through an annual Board Self Assessment.

**Co Chair:** The co chair shall chair committees on special subjects as designated by the board. **Additional duties are listed below.**

- Attend all board meetings.
- Serve on the executive committee.
- Carry out special assignments as requested by the board chair.
- Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence.
- Participate as a vital part of the board leadership.
- Act as cause ambassador

**Secretary:** The secretary shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, and assuring that corporate records are maintained. Other duties performed by the secretary include the following:

- Attend all board meetings.
- Serve on the executive committee.
- Maintain all board records and ensure their accuracy and safety.
- Review board minutes.
- Assume responsibilities of the chair in the absence of the board chair, chair-elect, and co chair.
- Provide notice of meetings of the board and/or of a committee when such notice is required.
- Act as cause ambassador

**Treasurer:** The treasurer shall make a report at each board meeting. The treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to board members and the public. **Additional duties are listed below.**

- Maintain knowledge of the organization and personal commitment to its goals and objectives.
- Understand financial accounting for nonprofit organizations.
- Serve as financial officer of the organization and as chairperson of the finance committee.
- Manage, with the finance committee, the board's review and action related to the board's financial responsibilities.

- Work with the executive director and finance to ensure that appropriate financial reports are made available to the board on a timely basis.
- Assist the executive director or finance in preparing the annual budget and presenting the budget to the board for approval.
- Review the annual audit, as required by law, and answer board members' questions about the audit.
- Act as cause ambassador

**General Board Member:** For general board members, The Board will support the work of The SEAD Project and provide mission-based leadership and strategic governance. While day-to-day operations are led by the Executive Director (ED), the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. **Additional duties are listed below.**

- Attend all board meetings.
- Serve on at least one executive committee (fund development, marketing, finance, etc)
- Carry out special assignments as requested by the board.
- Understand the responsibilities of the board as a whole.
- Participate as a vital part of the board leadership.
- Act as cause ambassador

**Advisors:** Periodically during board meetings, advisors are invited as non-voting and will consist of stakeholders (community members, clients, etc) who have a particular interest in being part of the conversation in strategizing and contributing valuable information and insight to the development of the organization, but who are not part of the leadership board.

**Five Things Every Board Member is Responsible for:**

1. Ensure that organizational resources are used to meet the mission as promised and in compliance with the law
2. Position the organization to be strong in the future
  - a. Ensure financial stability
  - b. Ensure funding resources
  - c. Plan strategically based on a clear understanding of community realities and trends
3. Support and supervise the Executive Director
4. Recruit, train and engage board members
5. Be an ambassador for the organization, including volunteering time, resources and money to programmatic activities