



KWA provides multi-cultural human services through education, socialization, advocacy and support.

KWA Board of Trustee Member Job Description

The governance and oversight of the Corporation's affairs shall be managed by the Board of Trustees to use best practices and set direction, define KWA's future, serve as a link for KWA to the outside community, and support the agency. As a general matter, its duties are to:

Use Best Business Practices and Set Direction—Keep KWA Clean and Legal

- Put the Corporation's interests before any Trustee's personal, business, or financial interests.
- Hire/fire, support, evaluate, and set compensation for the Executive Director.
- Determine the agency's mission/purpose and vision.
- Review and approve annual budget; review financial statements; safeguard assets from waste and misuse; review audit; manage investments.
- Ensure all legal filings are submitted on a timely basis. Ensure compliance with laws and regulations and fulfillment of contractual obligations; manage risk.
- Annually review and individually sign a written policy that outlines and avoids conflicts of interest.
- Ensure that the organization has appropriate operating policies.
- Approve fundraising strategy and monitor progress.

Define KWA's future – Strategic Direction

- Participate in and approve the development of a strategic plan that is used daily by staff and Board in policy decisions, Board and committee meetings.
- Participate annually in evaluating and improving individual member and Board performance and the value each Board member brings to KWA and orientation/training for new and returning Board members.
- Contribute to KWA on an annual basis by donating in a personally significant way and fully supporting KWA's fundraising efforts.
- Provide specific expertise to the Board (including legal, financial, medical, property management, labor, other) that KWA needs.

Serve as a link for KWA to outside community – Building Resources

- Clearly understand the mission and the scope of KWA's program to fulfill its mission.
- Assist in Board development through relationship building and cultivation of future Board members.
- Build the KWA reputation and be an advocate in the community by various methods (e.g. conducting presentations about the agency).

Support the Agency

- Fundraising--contribute to KWA's resource development efforts; plan and volunteer at fundraising events; solicit cash and noncash contributions; willingly share contacts.
- Public Relations--act as an ambassador on behalf of KWA and its clients.
- Volunteering--recruit and encourage volunteers for KWA Board and Volunteer Committee.
- Advice--serve as a sounding board; advise staff in needed areas of expertise.
- Reputation—lend name and personal credibility to the organization for use in brochures, grant proposals, photos, and the like.