



***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.
- 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.