



## **Asian American Voices for Education, Inc. Board Member Responsibilities**

**Position Title:** Board Member

### **Purpose:**

This document outlines the roles and duties of AAVEd Board Members. Board members lead in governing the organization, upholding its mission, and ensuring legal compliance.

### **Governance and Oversight:**

**Get Involved:** Join in on board and committee meetings to stay engaged.

**Stay Informed:** Read and understand our bylaws, policies, and procedures. Suggest changes when needed.

**Lead with Vision:** Help guide our organization strategically, always putting its best interests first.

**Think Big:** Focus on what's good for the organization and the group, not personal goals.

**Back Decisions:** Support the board's decisions once they're made.

**Self-Reflect:** Be honest about your performance and that of the board.

**Help the Leader:** Support the Executive Director in their role.

### **Mission and Vision**

**Advocate for Our Mission:** Actively support and promote AAVEd's mission, vision, and values.

**Shape Our Future:** Help set and refine our strategic goals.

**Stay Aligned:** Ensure our actions and decisions always reflect our mission and vision.

## **Handle Finances with Care:**

**Act Responsibly:** Always prioritize the organization's financial health.

**Review and Approve:** Look over and approve budgets, financial statements, and other documents.

**Stay on Track:** Monitor our financial performance and step in when needed.

## **Stay Legal and Ethical:**

**Follow the Rules:** Ensure we comply with all laws and ethical standards.

**Spot Risks Early:** Identify and address potential legal and ethical issues.

**Maintain Integrity:** Always uphold the highest standards of integrity and ethics.

## **Boost Our Resources:**

**Get Involved:** Help with fundraising, donor cultivation, and grant applications.

**Use Your Network:** Tap into your connections to support our fundraising goals.

**Diversify Funding:** Assist in finding new funding sources.

## **Fundraising:**

**Personal Contribution:** Donate at least \$250 annually, either directly or by raising funds through others.

**Team Effort:** Work together to meet the organization's overall fundraising goals.

## **Community Engagement:**

**Be an Ambassador:** Promote our mission and initiatives within the community.

**Build Relationships:** Connect with donors, partners, volunteers, and the public.

**Listen and Act:** Gather feedback from stakeholders and use it in our decisions.

## **Evaluation and Improvement:**

**Self-Assess:** Take part in board evaluations.

**Give Feedback:** Offer suggestions to improve board effectiveness.

**Support Evaluation:** Help assess the impact of our programs.

## **Term and Commitment:**

**2-Year Term:** Serve for 2 years, with possible re-election.

**Meeting Attendance:** Attend 75% of quarterly board meetings (2 hours each).

**Committee Work:** Actively contribute to at least one board committee.

**Events and Fundraising:** Attend events and help with fundraising and ambassador tasks.

**Annual Retreat:** Participate in the annual Board member retreat (to be determined by the Board)

**Training:** Complete necessary onboarding and ongoing training.

## **Conflict of Interest:**

**Disclose Conflicts:** Report any actual or potential conflicts promptly.

**Abstain from Voting:** Don't vote on matters where you have a conflict.

**Prioritize the Organization:** Always act in the best interest of the organization.

Board Member Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_