



Kandelia Board Member Job Description

Who we are

Kandelia is a 501(c)(3) nonprofit community organization with a 45 year history of providing direct programs, opportunities, and tools to address systemic inequities so immigrant and refugee families and communities can thrive without having to compromise values, heritage or ethnicity. Leveraging our [convener model](#) and years of experience rooted in the Vietnamese community, we center youth in our work—championing and building them up so they can be their full authentic selves. Kandelia is seeking applicants for several at-large positions on our Board of Directors. We are looking for individuals aligned with our [organizational values](#) and committed to serving immigrant and refugee communities.

Job Description

Board members are responsible for holding the Co-Executive Directors accountable to the organization's mission and its outcomes by providing strategic advisory.

Job Duties

General duties

- Attend monthly virtual meetings (10 meetings per year)
- Review agenda and supporting materials prior to board meeting
- Support fundraising efforts
- Support board initiatives with expertise
- Participate in a board committee (Finance, Fundraising, or Nomination/Governance)
- Review Co-Executive Director Evaluations
- (Optional) Attend in-person events and programs as a representative of Kandelia

Strategic Oversight

- Provide strategic oversight to the Co-Executive Directors and ensure that their day-to-day work is contributing to Kandelia's long-term (3 year) strategic plan
- Conduct strategic planning if appropriate, and approve strategic plan
- Ensure organizational decisions align with the strategic plan and strategic goals

Financial Management

- Provide oversight on the organization's financial health
- Review and approve annual budget
- Review 990 tax form submissions
- Review Audit findings

Job terms

Board members are elected by the Board of Directors and report to the Board Co-Chairs. The role's duration is for a three year term and can be renewed up to two consecutive terms.



Role & Responsibilities

Title: Member, Board of Directors

Purpose: Members of the Board of Directors are responsible for ensuring that Kandelia fulfills its mission by planning for the future, providing executive guidance on current operations, and reviewing evaluations of the organization. Board Members must fulfill the fiduciary responsibilities of the Board of Directors, making decisions that honor Kandelia commitment to our community.

Key Responsibilities:

Governance Body	Individual Roles
<i>The Board acts as a body</i>	<i>Board Members act as individuals</i>
<i>The Board represents the community's interests to Kandelia</i>	<i>Board members represent Kandelia's interests to the community</i>
<ul style="list-style-type: none"> ● Big Decisions: Guide decision-making that aligns with Kandelia's mission and values ● Legal: Ensure compliance with federal, state and local regulations and fulfillment of contractual obligations. ● Financial: Approve and monitor annual budget. Safeguard assets from misuse, waste and embezzlement and maximize use of resources. ● Executive Director: Select Co-Executive Directors and assess performances ● Revenue and fundraising: Approve a strategy for revenue and monitor its effectiveness ● Impact and alignment: Review programs' impact and goals are consistent with Kandelia's mission and strategic plan 	<ul style="list-style-type: none"> ● Advice: Serve as a trusted advisor to the Co-EDs they develop and implement strategic priorities ● Supporting the revenue strategy: Attend Kandelia's annual gala, attend funder site visits, and cultivate donors and volunteers ● Ambassador: Represent Kandelia to stakeholders by acting as an ambassador for the organization ● Recruitment: Assist the Co-EDs and board co-chairs in identifying and recruiting other Board Members ● Committees: Serve on a at least one committee or task force and periodically take on special assignments

Elected by: Board of Directors

Term Length: 3 years (36 months). Renewable for one additional consecutive term.



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Time commitment: Attend at least 80% of virtual board meetings annually and review agenda and supporting materials prior to board meeting. Additional time will be required for committee work and other board commitments. Personal circumstances may warrant exceptions to attendance policy at the direction of Co-Chairs.

Reports to: Board Co-Chairs

Budget support: Limited

Last updated December 18, 2023