

**Alaska Health Fair, Inc.
Position Description
Board Member**

POSITION DESCRIPTION:

Position: Board Member
Salary Range: Not applicable
Classification: Elected, Volunteer
Supervisor: Board Chair

OVERALL RESPONSIBILITIES:

Alaska Health Fair, Inc. is a nonprofit organization governed by a Volunteer Board of Directors, who sets policy and to whom the Chief Executive is accountable.

DUTIES:

Board Member duties:

1. Regularly attends board meetings and important related meetings.
2. Makes serious commitment to participate actively in committee work.
3. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
4. Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
5. Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
6. Is an active participant in the committee's annual evaluation and planning efforts.
7. Participates in fund raising for the organization (nonprofit only).

When Board Chair appoints Board Member to perform duties of a Committee Chair, the duties are as follows:

1. Sets tone for the committee work.
2. Ensures that members have the information needed to do their jobs.
3. Oversees the logistics of committee's operations.
4. Reports to the Board's Chair.
5. Reports to the full Board on committee's decisions/recommendations.
6. Works closely with the Chief Executive and other staff as agreed to by the Chief Executive.
7. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
8. Initiates and leads the committee's annual evaluation.

REQUIREMENTS AND SPECIAL CONSIDERATIONS:

Per Bylaws, the Board of Alaska Health Fair, Inc. shall have at least 6 and not more than 10 Directors.

The Board shall not be limited to state residents.

Alaska Health Fair, Inc. seeks statewide representation and diverse personal and professional backgrounds. **At this time, Alaska Health Fair, Inc. is looking for a person from Southeast Alaska or Western Alaska (Bethel area). Preferably, the candidate will have a fundraising background or experience to complement the Board's existing skill set.**

Directors serve at the pleasure of the Board for an indefinite period of time.

Vacancies are filled by a majority vote of the Directors.

BENEFITS:

Not applicable.