



## SEADC BOARD MEMBER JOB DESCRIPTION

### About SEADC

SEADC is a 501 ( c ) 3 organization founded in San Francisco to help resettle Vietnamese refugees fleeing war. Today, SEADC offers comprehensive services in youth development, workforce development, life skills, health and wellness programming designed to empower our Southeast Asian community members to thrive. Now in our 44th year, SEADC supports over 500 Khmer, Lao and Vietnamese clients each year.

Our mission is to foster a healthy, thriving and self-sufficient Southeast Asian American community.

### The Role

SEADC is seeking up to six individuals to serve on its Board of Directors. The Board will support the work of SEADC and provide mission-based leadership and strategic governance. While day to-day operations are led by SEADC Executive Director, Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

### Board Member Responsibilities:

#### Strategic planning, governance and oversight

- Serving as a trusted advisor to the Executive Director as s/he develops and implements SEADC's strategic plan
- Reviewing outcomes and metrics created by SEADC for evaluating its impact, and regularly measuring and evaluating its performance and effectiveness using those metrics
- Approving, reviewing, and providing feedback SEADC's annual budget, audit reports and material business decisions; being informed of and meeting all legal and fiduciary responsibilities
- Participating and contributing in the annual performance evaluation of the Executive Director
- Assisting the Executive Director and board chair in identifying and recruiting other board members and/or individuals that would benefit and support the organization
- Serving on committees or task forces and taking on special assignments
- Representing SEADC to stakeholders; acting as an ambassador for the organization

#### Fundraising

- 100% board giving; Board member give a meaningful, personal financial contribution
- Participate in identifying, cultivating, meeting and soliciting gifts from individual donors, funders and/or corporations in support of the short and long term financial goals of SEADC

#### Board terms/participation

- Participate in all scheduled monthly board meetings



## Southeast Asian Development Center

- Attend as many functions, network events and organization events
- Review agenda and supporting materials prior to board and committee meetings
- Be involved and present in growing the organization
- Serve a term of two years with eligibility for re-appointment

### Desired Qualifications

Ideal candidates will have the following qualifications:

- Experienced professional leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- Well-connected in the local community and/or professional community, and able to leverage those relationships for the organization's benefit.
- A commitment to and understanding of SEADC's beneficiaries, preferably based on experience
- Diplomatic skills and ability to cultivate relationships and persuade, convene, facilitate, and build consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of SEADC's beneficiaries

In addition to these core qualities, we are looking for a group of people whose collective skill set includes:

- Finance and accounting
- Fundraising/development and communications
- Knowledge of the non-profit sector and environments in which the organization works
- Legal or Human resources
- Real Estate or construction/building renovation

### How to apply

To apply, please complete the board member application and email with your resume to Executive Director, Judy Young at [jyoung@seadcenter.org](mailto:jyoung@seadcenter.org). To schedule an informal meeting please email Judy Young or via phone at 415-771-2601.

Applications accepted on an on-going basis until a maximum of 12 is reached.