



# First Nations Community Financial

“Strengthen communities by providing the highest quality of personal financial services.”

## BOARD OF DIRECTORS POSITION DESCRIPTION

### **Purpose of Position**

Together with other members, the Board is legally and morally responsible for all activities of the CDFI. The Board is solely responsible for determining CDFI policy, approving the annual budgets, and determining the goals of CDFI.

### **Minimum Job Requirements**

A demonstrated interest in CDFI’s mission. Specific experience and/or knowledge in at least one element: administration, legal, finance, personnel, program development, public relations, or communications. Representative of some aspect or segment of the population in the community. Available time; monthly meetings (in person/conference call). Three of regular meeting are person meetings (one being the annual meeting in September with two others in January & May).

### **Key Responsibilities**

#### *Policy Administration*

Continues the legal and/or corporate existence of the CDFI. Ensures that the CDFI meets legal requirements for the conduct of the CDFI business and affairs. Responsible for adopting bylaws and ensuring that the CDFI operates within them. Acts on proposed revisions to the bylaws. Adopts policies which determine the purposes, governing principles, functions and activities and courses of action of the CDFI.

#### *Planning & Evaluation*

Periodically evaluates and reviews the CDFI’s operations and standards of performance. Confirm, modify or reject proposals, provide good judgment on plans of committees or the Executive Director.

#### *Personnel*

Selects, employs and evaluates the Executive Director. Approves policies that govern the administration of personnel. Participates in recruitment, selection and development of board members, where primary responsibility for this activity is assigned to a nominating committee.

#### *Finance*

Approves and monitors the corporate finance of the CDFI. Creates a financial climate for fulfilling the CDFI purpose. Sees that sufficient funds are available for the CDFI to meet its objectives. Authorizes and approves the annual audit. The board is responsible for expenditures dealing with the facilities, its improvements or purchases of additional land or buildings.



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## INDIVIDUAL BOARD MEMBERS DESCRIPTION

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### Responsibilities

- Attend all board and committee meetings and participate as requested by the Executive Director in special events, public gatherings, or other functions.
- Be informed about the organization’s mission, services, policies, and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on committees or task forces and offer to take on special assignments.
- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization’s field.
- Follow conflict of interest and confidentiality policies.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization’s annual financial statements.

### Personal Characteristics

- Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, evaluate oneself.
- Develop certain skills if one does not already possess them, such as to cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the organization.
- Possess honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for your nonprofit’s development.

**Beneficial Qualifications:** Searching for experience with non-profit or CDFI work, board or committee work, finance/business/law education and experience, economic development and working or volunteering within native communities.

**More Information about FNCF can be found at:** <http://firstnationsfinancial.org/>

**If interested, please email to obtain a First Nations Community Financial Board Application and submission requirements or to obtain more information/inquire about FNCF:**

- Jeff McDonald, Chairperson – [Jeff.McDonald@ho-chunk.com](mailto:Jeff.McDonald@ho-chunk.com)
- Becky Albert-Breed, FNCF Executive Director – [Becky.Albert@ho-chunk.com](mailto:Becky.Albert@ho-chunk.com)