



Board Member Roles & Responsibilities

The Filipino Community of Seattle (FCS) Board of Directors act as trustees on behalf of FCS and have overall responsibility for ensuring the organization's mission is fulfilled and legal and financial obligations are met. Each Board Member is elected to a three (3)- 3-year term. Directors provide leadership and direction to confirm FCS's mission, offer input on and approve the strategic plan, and oversee and evaluate the plan's success. Directors select the Executive Director and provide ongoing guidance and support to that individual including reviewing his/her/their performance. Directors ensure financial solvency and success through oversight of finances and budget, making personal gifts of support and securing support from others, and assure appropriate risk management. Directors serve as ambassadors for FCS and enhance its public image. They initiate and nurture relationships in support of organizational priorities and fundraising objectives.

Meetings & Time Commitment

Board Members are expected to make meeting attendance a priority for both full Board and committee meetings. FCS's bylaws mandate a quorum for any vote of the full Board – therefore meeting attendance is essential for proper governance.

The Board meets for 2 to 2.5 hours, monthly, and typically holds a day-long retreat, once a year. Committees typically meet as needed. Executive Committee members hold one additional 2-hour monthly meeting with the Executive Director. In addition, special projects requiring in person meetings will meet as often as needed.

Board Members are expected to know the programs/projects FCS provides. To this end, each Director is encouraged to select a project that he/she/they will champion and be more intimately involved in as a volunteer, with the understanding that the decision-making capacity for the program/project is the staff lead's responsibility.

- Attendance is required at a minimum of nine Board meetings annually.
- Members should attend majority of committee meetings annually.
- Members must commit to in-person attendance whenever possible. Teleconference participation is available when special circumstances arise.
- Members are expected to communicate with the Board Chair when unable to attend.

In-person meetings usually take place at the Filipino Community Center in Seattle. However, with proper notice, the Board and Committees can decide to meet at another venue.

Fundraising & Events

Board Members will consider FCS a philanthropic priority. Members are responsible for making an annual, personally significant gift that contributes to the overall Board fundraising goal. It is important for at least this pledge to be received by the end of the first quarter of each year. This ensures that FCS can credibly solicit contributions from foundations, organizations, and individuals, by reporting 100 percent Board participation as donors.

- Members may be asked to engage with existing donors to strengthen these relationships and grow contributions.
- Members are responsible for sharing the organizational mission and work in support of bringing personal and professional connections that can benefit the organization's fundraising.
- Members are expected to attend at least one of FCS's fundraising events annually and contribute significantly to confirmed guest lists.

Desired Knowledge, Experience, & Competencies

In order to accomplish our mission, we must broadly represent our community. Diverse leadership not only offers valuable insights and informs the direction of our work, it also embodies the changes we want to see in our community. In an effort to continue moving the needle on the health of the Filipinx community, directors with diverse backgrounds and skills are sought.

Candidates from the Board require a strong belief in the mission and values of FCS. We seek people with the following skills and experience:

- Active member of the Filipino Community of Seattle
- A passion for serving the Filipinx community and a very high standard of personal ethics
- Readiness to support fundraising through ideas, contacts, and experience
- Prior experience on a not-for-profit board or other related governance experience
- Experience in financial oversight and business planning, policy development and advocacy, or program development, management or service provision at a community-based non-profit or government agency
- Expertise in specialized areas that benefit FCS (e.g., housing, education, advocacy, financial management, philanthropy, health care, employment/jobs, child welfare, domestic violence, behavioral health, etc.)
- Contacts with key decision-makers and local, state, or federal civic leaders
- Success in working within a diverse team