



## **Board of Directors Job Description and Expectations**

**Purpose:** Advise, govern, oversee policy and direction, and assist with the leadership and general promotion of AIANTA so as to support the organization's mission and needs.

**Mission Statement:** To define, introduce, grow and sustain American Indian and Alaska Native tourism that honors traditions and values.

**Eligibility:** Must be an AIANTA member in good standing. Must be an enrolled member of a recognized tribe or of Native Hawaiian ancestry. Must not been convicted of any felony or misdemeanor related to an illegal activity in federal, state, tribal court; or performance of or participating in any act contrary to the goals of the Corporation.

### **\*Major responsibilities:**

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Dependable and active participation
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

*\*Members of the board share these responsibilities while acting in the interest of AIANTA. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

**Length of term:** Three years starting the expired date of current board representative.

### **Meetings and time commitment:**

- The board of directors meets quarterly via teleconference or in-person meetings at various locations throughout the country. Meetings typically last 90 minutes.
- Committees of the board meet an average of four times per year, pending their respective work agenda.
- Board members are asked to attend no more than three face-to-face meetings per year, as they are determined.
- Represent AIANTA at regional and national conferences, events, and/or meetings.
- Must participate in a minimum of two professional development training, seminars, and/or workshops.

### **Expectations of board members:**

- Attend and participate in meetings on a regular basis, and special events as necessary.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by AIANTA mission, objectives, and programs.
- Help communicate and promote AIANTA mission and programs to the community.
- Become familiar with AIANTA finances, budget, and financial/resource needs. Understand and abide by the policies and procedures of AIANTA.
- Financially support AIANTA in a manner adequate with one's ability, including **travel costs**.



# AIANTA

American Indian Alaska Native  
Tourism Association

## Board of Directors Candidate

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
First, Middle Initial Last

Tribal Affiliation: \_\_\_\_\_

Region (Check one):  
 Alaska     Eastern     Midwest     Pacific     Plains     Southwest     At Large

### Residence

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Employer

Business Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Primary service(s) and area/population served: \_\_\_\_\_

Preferred method of contact:     Business     Residence

**Please list boards and committees that you serve on, or have served on** (business, civic, community, fraternal, political, professional, recreational, religious, social etc.)

<u>Organization</u>	<u>Role/Title</u>	<u>Dates of Service</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

### Education/Training/Certificates (please list):

1. \_\_\_\_\_
2. \_\_\_\_\_



**Optional – Have you received any awards or honors that you’d like to mention?**

**How do you feel AIANTA would benefit from your active involvement on the Board?**

**Skills, experience and interests that you can bring to the organization (Please check all that apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> Finance, accounting              | <input type="checkbox"/> Education, instruction |
| <input type="checkbox"/> Personnel, human resources       | <input type="checkbox"/> Special events         |
| <input type="checkbox"/> Administration, management       | <input type="checkbox"/> Grant writing          |
| <input type="checkbox"/> Nonprofit experience             | <input type="checkbox"/> Fundraising            |
| <input type="checkbox"/> Community service                | <input type="checkbox"/> Outreach, advocacy     |
| <input type="checkbox"/> Policy development               | <input type="checkbox"/> Other _____            |
| <input type="checkbox"/> Program evaluation               | <input type="checkbox"/> Other _____            |
| <input type="checkbox"/> Public relations, communications |   |

**Please list any groups, organizations or businesses that you could serve as a liaison to on behalf of AIANTA.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_



**BOARD OF DIRECTOR DISCLOSURE**

**AIANTA Bylaws Article VI Section 8 Removal:** A Director who fails to attend three regular meetings of the Board of Directors or fails to maintain membership in the Corporation may be removed by a majority vote of the remaining Directors, at a meeting called for such purpose, even if not constituting a quorum. A Director may be removed for conduct detrimental to the Corporation, at a meeting called for such purpose, by a majority vote of Directors where a quorum is present. Such conduct may include but is not limited to conviction of any felony or misdemeanor related to an illegal activity in federal, state, tribal court; or performance of or participating in any act contrary to the goals of the Corporation.

**Discloser:** By signing I have read and understand the above statement for Board of Director and disclose that I have not been convicted of any felony or misdemeanor related to illegal activity in federal, state, tribal court or performance of or participating in any act contrary to the goals of the Corporation.

**Please tell us anything else you'd like to share.**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Thank you for applying**

**Send application attention to:**

**AIANTA Executive Director**

**[srupert@aianta.org](mailto:srupert@aianta.org)**