

BOARD MEMBER POSITION DESCRIPTION

Northspan Group, Inc. is a private non-profit 501(c)(4) fee-based consulting group established in 1985.

Vision: Engage & Elevate

Mission: To be expert navigators, transforming ideas into accomplishments.

Core Values:

- **Inclusive:** We facilitate intentional engagement of stakeholders and seek common solutions to community, business, and organizational challenges.
- **Trustworthy:** We earn the loyalty of our clients by operating ethically, reliably, confidentially, and with integrity.
- **Stewards:** We carefully manage the resources entrusted to us and focus on the long-term well-being of our clients and programmatic service areas.
- **Adaptable:** We offer a broad range of expertise which enables us to seize new opportunities and tailor our offerings to meet our clients' needs.
- **Diligent:** We provide satisfaction to our clients by delivering excellent customer service and clear results.

Work/Live Area:

The Board of Directors is comprised of 9 to 13 adults who work or live in:

- The seven counties (Aitkin, Carlton, Cook, Itasca, Koochiching, Lake and Saint Louis) of northeast Minnesota,
- The six sovereign American Indian nations (Bois Forte, Fond du Lac, Grand Portage, Leech Lake, Mille Lacs, and Red Lake) of northeast Minnesota,
- The three counties (Douglas, Bayfield and Ashland) of northwest Wisconsin, and/or
- The five counties (Chisago, Isanti, Kanabec, Mille Lacs, and Pine) in East Central Minnesota

Responsibilities:

- Fiduciary - Approve annual budget, investment strategy, large grants/contracts, and audits. Make sure funding and programs are in alignment with mission. Review financial statements and monitor fiscal controls.
- Strategic - Approve and monitor mission and strategic plan. Refresh from time to time. Hire, support and assess performance of the President & CEO. Establish policies and goals to ensure accountability to the law and our values. Identify, recruit and elect Board Members.
- Generative - Bring personal and professional expertise to support the mission. Engage in deeper inquiry, exploring root causes, values, options, and new ideas for the organization.

Expectations:

- Support vision, mission, and core values.
- Understand organization and policies and abide by them.
- Participate in board meetings and at least one committee during the two three-year terms.
- Attend events and site visits when available/interested.
- Serve as an ambassador both in communicating out and gathering feedback of our work.

Time Commitment:

- Board Members may serve up to two consecutive three-year terms.
- The Board of Directors meet four times a year in January, April, July, and October.
- Additionally, each Board Member generally serves on one of three committees (Executive, Human Resources & Governance) during one of their terms. The Executive Committee meets monthly. Human Resources & Governance Committees meet four to six times a year or as needed.
- Outside of committee and board meetings, Board Members are encouraged to attend events if available/interested. This may include potential program celebrations, partner events, or informational forums.

The Executive Committee is charged with assisting the Board and President & CEO by:

1. Acting on issues and opportunities, as delegated according to the By-Laws, between regular meetings of the Board of Directors,
2. Reviewing monthly financial performance, and
3. Ensuring Board logistics are managed including developing the schedule, agendas & action items for all Board meetings.

The committee meets quarterly or as needed.

The Human Resources Committee is charged with assisting the Board and President & CEO with:

1. Personnel policy development and revisions,
2. Professional development processes,
3. Compensation & benefits philosophies, and
4. Conducting the President & CEO's annual performance & professional development review.

The committee meets quarterly or as needed.

The Governance Committee is charged with assisting the Board and President & CEO with:

1. Conducting new Board Member recruitment, application, nomination & onboarding processes
2. Evaluating and recommending the Board leadership slate and committee members at the Annual Meeting
3. Evaluating and recommending governance, structural & or organizational changes
4. Monitoring and making recommendations for change regarding the bylaws and other general policy

The committee meets quarterly or as needed.