



**Rainier Valley Community Development Fund (RVCDF)
Board Member Job Description
*Roles & Responsibilities***

Purpose:

- To be a volunteer member of the RVCDF's Board of Directors. The Board of Directors is legally responsible for making sure the organization remains true to its mission, safeguards its assets, and operates in the public interest in all administrative and funding decisions associated with the Rainier Valley Community Development Fund.

Main Responsibilities:

- Determine, review, and support the RVCDF's mission & purpose.
- Hire, support, and evaluate the Executive Director.
- Ensure effective organizational planning in order to meet the organization's mission.
- Ensure adequate resources, both financial and volunteer in order to meet the organization's mission.
- Manage resources effectively.
- Determine, evaluate, and strengthen the RVCDF's programs and services.
- Attend all Board & Committee meetings. Prior to meetings, read all related materials and actively participate in the discussion and decision-making process.
- Follow the conflict of interest and confidentiality policies of the RVCDF.
- Make decisions that are in the best interest of the RVCDF.
- Ensure legal and ethical integrity and maintain accountability.
- Refrain from making special requests of the staff.
- Adhere to the RVCDF Board & Staff Code of Conduct
- Recruit, and orientate new board members as needed.

Necessary Experience:

- Board members must be committed to the improvement of the broader Rainier Valley community.
- Half the Board must meet the requirements of a Community Based Development Organization (CBDO), which are: live or work in the Rainier Valley; a low or moderate income resident of the Rainier Valley, or an owner or senior officer of a private establishment or institution located in and serving the Rainier Valley or a representative of a low or moderate income institution mostly serving low or moderate income people residing in the Rainier Valley.

Personal Characteristics:

- Willingness and time to work. This is a working board, not an advisory board.
- Ability to: listen, analyze, think clearly and creatively, and work well with individuals and groups.
- Possess: Honesty, sensitivity & openness to differing views; a friendly & patient approach; community minded; personal integrity;
- Adhere to the RVCDF's values of: remaining community-based, striving for cultural competency, delivering excellence, conducting business in a transparent & accountable manner; encouraging & embracing innovation; & proceeding with honesty & integrity.



RVCDF Letter of Interest (and optional resume)

Please tell us about yourself and include the following information:

- Name:
- Home address and phone number:
- Business name, address and phone number:
- Your involvement in Rainier Valley
 1. # of years resident:
 2. # of years business owner:
 3. Memberships and offices held in organizations that serve or are located in Rainier Valley:
- Skills and experience

Why you want to serve on the Board (or as an advisor to a Board committee)?

Please return your letter of interest (and optional resume) to:

Rainier Valley Community Development Fund
6951 Martin Luther King Way So #225
Seattle, WA 98118
Or email to papaschal@hotmail.com