



## SEICAA Board Member Job Description

***Board members provide governance of Southeastern Idaho Community Action Agency Inc. (SEICAA), a private non-profit 501c3 corporation serving Bannock, Bear Lake, Bingham, Caribou, Franklin, Power and Oneida counties in southeast Idaho. SEICAA's Board of Directors is comprised of 15 members from three different population sectors, Public, Private and Low Income.***

### Duties:

1. Demonstrate a strong belief and commitment to SEICAA's mission
2. Devote the necessary time to prepare for and participate in Board and or Board Committee Meetings
3. Exhibit high ethical standard and integrity in all Board actions
4. Be an enthusiastic advocate for SEICAA's administration of its mission and programs
5. Be willing to attend training sessions to enhance Board expertise
6. Ability to work as a team member with a 15 member Board for the betterment of SEICAA
7. Commit to attend regularly scheduled Board of Director meetings
8. Willing to assist as needed in SEICAA fundraising efforts
9. Willing to recruit new Board Members as needed
10. Knowledgeable of fiduciary responsibility of a non profit corporation

### Qualifications:

- Education level to understand basic written/verbal requests.
- Possess good communication skills.
- Low-Income Sector members must either qualify according to CSBG low income guidelines or represent a low income organization, neighborhood or community group.
- Public Sector members must be elected officials or their designee.
- Private Sector members may be from private or public business, industry, or the community at large.

### SEICAA's Mission Statement

**SEICAA is dedicated to providing opportunity and support for individuals and communities to thrive and reach their fullest potential, promoting self-sufficiency and greater economic independence through services, education, affordable housing and training**

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Board Member's Signature

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Date