

N O R T H S P A N

BOARD MEMBER POSITION DESCRIPTION

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

Vision: Engage & Elevate

Mission: To improve the economic well-being of our clients by delivering workable, creative solutions that enhance their effectiveness.

Core Values:

- **Inclusive.** We foster respect through 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 always 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 meeting our clients' needs.
- **Delightful.** We provide satisfaction and joy to our clients by delivering excellent service and clear results.

The Board of Directors is comprised of 9 to 13 adults who reside in one of the seven counties (Aitkin, Carlton, Cook, Itasca, Koochiching, Lake and Saint Louis) or three sovereign nations (Bois Forte, Fond du Lac and Grand Portage) of Northeastern Minnesota or Greater Minnesota or one of the three counties (Douglas, Bayfield and Ashland) of Northwest Wisconsin.

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 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 February, May, September, and December.
- Additionally, each Board Member 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 two to four times a year.
- 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.

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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.