**Board of Directors Job Description**

Since 1993, Helping Link/Một Dấu Nối has helped many Vietnamese integrate into communities through our ESL, computer and citizenship programs, as well as information and referral services. The challenges of moving to a new city or experiencing a new culture are immense, at times even overwhelming. Helping Link is here to pay forward the help many of us received so that families remain intergenerational, connected and united. This source of support and knowledge in a safe environment allowed many of Helping Link’s clients to successfully achieve their goals to improve their English skills, become U.S. citizens and find opportunities to grow and thrive.

We seek caring community members and professionals in search of culturally enriching relationships, passionate about creating space for mutual exchange and engagement to join our Board of Directors.

**Roles and Responsibilities:**

* Be an ambassador for Helping Link/Một Dấu Nối in the community and share its activities in your network, growing relationships between different communities.
* Provide governing direction in collaboration with the Executive Director to steer Helping Link/Một Dấu Nối’s future and oversee its service to the community, responding to social trends and collaborating in local challenges.
* Make Helping Link/Một Dấu Nối a philanthropic priority by participating actively in annual fund development initiatives and events.
* Ensure maintenance of sound financial records, operation within budgetary constraints and compliance with legal and regulatory standards.
* Provide support and leadership to Helping Link/Một Dấu Nối’s daily activities, participating in teams to shape the events and programs that give life to our mission.

Board members are a key element of our success in serving the community as a nonprofit. We are very grateful for the passionate members who provide leadership, vision, ambassadorship and strong philanthropic support to Helping Link.

**Benefits of joining the Board:**

* Know that you make a real difference in the lives of immigrants and refugees building new lives in America.
* Leadership development opportunities & training.
* Opportunities to provide direct service and connect with the Little Saigon community.
* Build expertise in board governance & budgeting.
* Cultural awareness and education about supporting communities of color, especially the Vietnamese community.
* Network and build relationships with a broad spectrum of individuals that are connected to Helping Link.
* Build and share public speaking skills.

**Terms and Time Commitments**

Members are elected to a 1-year term (renewable for two additional terms). Monthly time investment: 6-8 hours per month:

* 1 hour to prepare for and attend a Board meeting (10x per year)
* 3 hours for committee work (per committee)
* 2-4 hours for particular tasks, meetings, introductions to community leaders, events and fundraising activities, e.g. the annual Board Retreat and recruitment of Annual Gala guests (Hourly commitment varies by month as needed)

For more information about the volunteer application process, visit www.helpinglink.org/volunteer. If you have any questions, email [boards@helpinglink.org](mailto:boards@helpinglink.org).