



Board of Directors Job Description - 2026

Our Mission: To empower Vietnamese-Americans' social adjustment, family stability, and self-sufficiency while nurturing community service and young professional leaders.

Board Roles and Responsibilities

- Provide overall policy guidance
- Ensure sound agency management
- Establish strategic goals and objectives
- Set major policies and standards
- Ensure program quality through effective evaluation
- Budgeting and financial oversight
- Plan and implement fundraising strategies and campaigns
- Hire and supervise the Executive Director
- Approve organizational structure including salaries and benefits
- Establish, maintain, participate on and evaluate Board committees
- Represent the agency to the community

General Expectations

- Know Helping Link's mission, goals, policies, programs, strengths and needs
- Be knowledgeable about Helping Link's financial status, review the budget and otherwise help the board maintain fiscal accountability
- Serve in leadership positions or undertake special assignments willingly and enthusiastically
- Speak for the board or organization when authorized to do so
- Dedicate 10-12 hours per month

Fund Raising

- Give an annual financial gift in an amount that is significant to you
- Participate in fundraising, including encouraging friends and colleagues to support Helping Link including filling seats at our annual fundraiser



Meetings

- Prepare for and participate in monthly board meetings.
- Participate actively in one standing committee
- Participate as an ad hoc committee member, if appointed
- Ask timely and substantive questions at board and committee meetings consistent with your conscience and convictions, while supporting the majority decision on issues decided by the board.
- Suggest agenda items for board and committee meetings to ensure that significant policy related matters are addressed.
- Listen respectfully to other points of view
- If unable to attend a board or committee meeting, notify the chair in advance.
- Attend Board retreats, in-service workshops and other Board development activities.
- Attend and participate in special events as needed, networking and representing Helping Link in a professional manner.

Benefits of Board Service

- Impact positive change for individuals and the Vietnamese community as a whole
- Network with community leaders, non-profit agencies, and our diverse volunteer base
- Learn about the rich history and culture of our Vietnamese clients and supporters
- Develop and demonstrate leadership skills

Length of Service: Two-year minimum term

Application Process

To begin the application process, please express interest to Minh-Duc Nguyen, Helping Link's Executive Director. Each candidate will be asked to complete a brief written application, and a board member will contact you for a short interview to learn more about your interests and the talents you can contribute to our board. We also invite you to visit our website, www.helpinglink.org.



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Helping Transitions, Honoring Traditions