

Sovereign Bodies Institute - Organizational & Board Values

Families and Survivors First - Carry the stories we have been trusted with-by maintaining confidentiality and trustworthiness.

Walk our Talk - Actively participate in the teachings we promote through our research and serve as a model of our work in our day to day operations and relationships. We have a responsibility to support other organizations with similar goals and the people who work for them.

Generosity - Leadership is a serving position where a true leader gives away all that they have. We are helpers and givers and will demonstrate fiscal responsibility to our community.

Compassion - Have empathy for people who have experienced colonialism in different ways than us. We put people first and remember that an individual's situation does not always reflect their true character or worthiness of help.

Personal Decolonization - Commit to the lifelong journey of unlearning colonial constructs. This includes a personal commitment to emotional, spiritual, and physical wellness as well as healing from intergenerational and personal trauma.

Humility - Always be teachable and willing to learn from experiences and colleagues. Individually we know so little, together we know so much.

Accountability - Hold yourself, colleagues, and SBI accountable to natural laws, which requires us to repair harm.

Respect - Must be gracious and courteous to colleagues and willing to work as a team in a collaborative and positive environment.



Integrity - We are fundamentally accountable to the people, Creator, and our ancestors. We do not engage in behavior we would be ashamed to tell our ancestors about. All of our work is to make our ancestors and future generations proud .

Perseverance - Continue working to create a better future even when the process is difficult.

Honor our Relations - Uplift and protect the sacredness of all living beings regardless of colonial notions of borders, gender, or identity.

Commitment to Tribal Sovereignty - Understand the connections between tribal sovereignty, body sovereignty, and homeland sovereignty and that it is all connected.

Sovereign Bodies Institute - General Board Policies

- 1 year of probationary service, renewable by re-election in 2-year terms
- Attend a minimum 4 virtual board meetings a year (more likely monthly during 2024, as we initiate a new strategic plan)
- Available to provide occasional feedback via email
- Free and welcome to participate in SBI projects as available
- Assist in selecting twice annual award winners
- Review data requests pertinent to board approval
- Oversee and hold SBI Directors accountable to SBI vision and goals, including financial, staff, and project management
- Assist in fundraising and networking efforts as available
- Uplift and support SBI in your work with Indigenous communities and other relevant stakeholders



Sovereign Bodies Institute - Board Job Descriptions

President:

ELECTION AND REMOVAL OF ALL BOARD MEMBERS:

The President shall have served as a Board member in another office before becoming President. In the absence of a nominee who meets this requirement, the Executive Council shall open nominations. Election and Removal of board members are governed by the Bylaws.

RESPONSIBILITIES OF THE PRESIDENT:

The President's primary roles are to provide leadership for the Board of Directors and participate in the governance of the organization. The President must clearly understand the vision and mission of the organization, co-facilitate the actualization of the strategic plan, provide guidance in the creation and implementation of policies and procedures, oversee programs and projects, and delegate tasks in order to accomplish Board and organizational activities.

The President has four key areas of responsibility:

- Board leadership/management
- Public Relations
- Financial planning and Fundraising
- Administration

The President serves as the principal liaison between the Board and management staff. The President represents the organization at public events and functions. The President is an *ex officio* member of all committees and divisions.

The President will:

- attend all Board meetings and as many phone calls as possible
- oversee Board and Executive Council meetings
- oversee all Divisions and Projects of SBI

- collaborate with the Board and program directors on creation of a strategic plan aligned with the core mission and vision of SBI
- be the primary spokesperson for the organization, alongside relevant program directors
- call special meetings if necessary
- assist with appointing and recruiting all committee chairs, and with input from others, recommend who will serve on committees
- prepare agenda for board calls and meetings (with the Secretary and Vice President, and input from others as needed)
- work with the treasurer to approve the annual budget
- act as liaison to various entities within and external to SBI
- work to recruit new board members and oversee searches for new Board members and staff members
- make recommendations to the Board to maximize efficiency and effectiveness
- communicate directly to each Board member or the Board as a whole in cases of conflict, crises or resignation
- be accountable in cases of Board member resignation to dutifully lead the board in an assessment of the situation with clear communication and follow up, both orally and in writing, to the departing board member
- periodically consult with Board members on their roles and help them assess their performance
- orients the new President

PREFERRED SKILL SET:

- Previous nonprofit board experience or volunteer experience for an organization with similar goals as SBI is preferred, but not required.
- Persons seeking this position will actively pursue, appreciate and mentor the broadest cultural and geographic diversity to the Board, and have knowledge of and commitment to cultural safety and competency.
- Experience with non-profit leadership for an organization(s) with similar goals as SBI is preferred
- Computer literacy and keyboarding ability, with an understanding of social/online media and a willingness to learn conferencing and other meeting/business software/applications
- Demonstrated commitment to social justice and equity work



- Knowledgeable about community healing and anti-violence work
- Previous non-profit Board experience
- Has held at least one other Board position
- Public speaking ability
- Problem-solving and critical thinking ability
- Ability to mentor others
- Preferred English proficiency

COMMITMENT:

20 hours plus/month (meetings, preparation, committee work).

This position may require more time before Board retreats or other in-person meetings, may include travel and additional committee work or other projects the President wishes to undertake.

Note: this unknown projection may add significant time in addition to the stated commitment.

Vice President:

RESPONSIBILITIES OF THE VICE PRESIDENT:

The Vice President supports the mission, vision and values of SBI, has experience working on the Board of Directors with a recognized service record, has an understanding of the potential impact of SBI's decisions in the local community as well as within the national landscape, and is committed to the success of SBI's projects and programs. The Vice President stands in for the President as needed for meetings, events and committee work, and has oversight of the work of the executive committee and board committees.

The Vice President key areas of responsibility:

- Board leadership/management
- Oversight and coordination of all projects, committees and work of the executive council
- Direct service and contact with the President regarding all board matters
- Orientation, on boarding and continued mentoring of board members

The Vice President will:

- attend all Board meetings and as many phone calls as possible
- serve on the Executive Council
- carry out special assignments as requested by the Board President
- understand the responsibilities of the Board President and be able to perform these duties in the absence of the President
- participate in Board leadership and mentoring new Board members
- assist the President (and Secretary) in preparation of Board meeting agendas
- act as a liaison to various entities within and external to SBI
- actively assist the executive council with preparations for the annual meetings
- Committees Overseen:
 - Orientation and Onboarding Committee

PREFERRED SKILL SET:

- Previous nonprofit board experience or volunteer experience for an organization with similar goals as SBI is preferred, but not required.
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- Experience with non-profit leadership for an organization(s) with similar goals as SBI is preferred
- Computer literacy and keyboarding ability, with an understanding of social/online media and a willingness to learn conferencing and other meeting/business software/applications
- Demonstrated commitment to social justice and equity work
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Treasurer:

RESPONSIBILITIES OF THE TREASURER:

The Treasurer key areas of responsibility:

- oversight of Board of Directors financial transactions and maintain an accurate budget with assistance from relevant Program Directors and the contracted Accountant
- work with Program Directors to prepare the annual budget
- assure adherence to organizational financial policies by board members
- serve as Chair of the Finance Committee
- regularly report to the Board of Directors regarding financial trends, assessments and concerns

The Treasurer will:

- attend a majority of all Board and special meetings, whether in person or remote and as many phone calls as possible
- serve on the Executive Council
- create the agenda for and participate in regular Finance Team meetings
- ensure the safety and accuracy of all financial records
- help to inform organizational and Board financial policies
- ensure that appropriate financial reports are made available to the Board of Directors on a timely basis in coordination with the contracted Accountant
- keep currently informed of legal, regulatory and sector developments relating to the Board's financial responsibilities

ESSENTIAL SKILL SET:

- Understanding of financial accounting and relevant experience
- English proficiency
- Computer literacy including ability to work with spreadsheets and accounting software



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- Demonstrated commitment to social justice and equity work
- Knowledgeable about community healing and anti-violence work
- Previous non-profit Board experience, preferably in a similar position
- Problem-solving and critical thinking ability
- Ability to mentor others

Secretary:

RESPONSIBILITIES OF THE SECRETARY:

The Secretary has six key areas of responsibility:

- record keeping
- recording and disseminating board call and meeting minutes
- correspondence
- generating and monitoring board member tasks
- participating with Document Review Committee to continually update SBI Core Documents
- creating, organizing and disseminating Board packets for spring and fall Board meetings
- working with staff and board members to ensure the board is communicating efficiently within and outside of the organization
- coordinates with office manager on board administration details

The Secretary will:

- attend all Board meetings and as many calls as possible
- serve on the Executive Council
- ensure the safety and accuracy of all Board records, and archive SBI material when appropriate
- assist the President and other Board members to create letters and other SBI documentation that will be used internally and externally
- create and review Board minutes and ensure Board minutes are approved by the Board of Directors in a timely manner
- provide notice to the Board of all board meetings and committee meetings, when appropriate
- accept, record and disseminate board proposals
- be the board resource for any questions or concerns regarding the bylaws and articles of incorporation
- Coordinates the calendar of meetings, scheduling



ESSENTIAL SKILL SET:

- Computer literacy and keyboarding ability, with an understanding of social/online media and a willingness to learn conferencing and other meeting/business software/applications
- English proficiency

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- Knowledgeable about community healing and anti-violence work
- Previous non-profit Board experience
- Has held at least one other board position
- Problem-solving and critical thinking ability
- Ability to mentor others

General Board Member:

RESPONSIBILITIES OF GENERAL BOARD MEMBERS:

General Board members will:

- attend all Board meetings and as many calls as possible
- serve on at least one Board council
- guide SBI in its development and implementation of short and long term strategic planning and organizational growth
- assist in selecting twice annual award winners
- review data requests pertinent to Board approval
- oversee and hold SBI Directors accountable to SBI vision and goals, including financial, staff, and project management
- assist in fundraising and networking efforts as available
- uplift and support SBI in your work with Indigenous communities and other relevant stakeholders

ESSENTIAL SKILL SET:

- Computer literacy and keyboarding ability, with an understanding of social/online media and a willingness to learn conferencing and other meeting/business software/applications

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- Knowledgeable about community healing and anti-violence work
- Previous non-profit Board experience
- Problem-solving and critical thinking ability



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INSTITUTE

- Ability to mentor others
- English proficiency