

The #LatinaGeeks Board of Directors should possess and/or meet certain skills, attributes, and commitments that will ensure an effective board of directors. The #LatinaGeeks Board of Directors sets the organization's mission and policies as the premier business organization serving and representing the interests of Latinas in technology community. All Directors of

#LatinaGeeks are required to meet the following minimum requirements:

- 1) Ability to attend quarterly board meetings, monthly virtual meetings, committee meetings, planning sessions and special events. All directors shall comply with attendance requirements as stated in the #LatinaGeeks Director Standards of Participation.
- 2) Each Board Member commits to raise or contribute \$500 per calendar year
- 3) Ability to work well in a group of diverse individuals representing Latinas in technology community
- 4) Utilize active listening skills, professionalism, and thoughtfulness in considering the depth and breadth of the issues that impact the organization and Latinas in technology community.
- 5) Be an accomplished person of integrity, objectivity, and intelligence, with reputation for sound judgment, an open mind, and a demonstrated capacity for thoughtful group decision-making.
- 6) Understand the role of a #LatinaGeeks Board Member.
- 7) Advocate on behalf of #LatinaGeeks, leveraging relationships and contacts to promote the organization.
- 8) Utilize professional expertise by serving on one or more #LatinaGeeks working committees annually.
- 9) Familiarity with issues affecting Latinas in technology community.
- 10) Financial acceptance for expenses associated with service on #LatinaGeeks Board of Directors (#LatinaGeeks Directors serve without compensation and are NOT reimbursed for expenses).
- 11) Execute and uphold the #LatinaGeeks's Standards of Participation, Conflicts of Interest, and Ethical Conduct polices.
- 12) Understand that individual Board Members do not have authority to make any commitment on behalf of the #LatinaGeeks. Only those persons identified in the Bylaws or other relevant policies have authority to make such commitments.

### Expectations of the Board as a Whole

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- determining the vision and purpose of the organization
- selecting and evaluating the performance of the chief executive
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- enhancing the organization's public image
- assessing its own performance as the governing body of the organization

## Expectations of Individual Board Members

Each individual board member is expected to:

- know the organization's mission, policies, programs, and needs
- faithfully read and understand the organization's financial statements
- leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission
- help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy
- Service on #LatinaGeeks board is without remuneration

## Further, board members are expected to:

- follow the organization's bylaws, policies, and board resolutions
- sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- maintain confidentiality about all internal matters of the organization
- attend one organization event per quarter (separate from board meetings)

## Conflicts of Interest

#LatinaGeeks Board members shall avoid potential conflicts of interest that could impair the prospective board members' ability to act independently and in the best interests of the organization. This should include at minimum the following:

- No board member or board committee member, or any member of his/her family should accept any gift, entertainment, service, loan, or promise of future benefits from any person who either personally or whose employees might benefit or appear to benefit from such board or committee member's connection with #LatinaGeeks, unless the facts of such benefit, gift, service, or loan are disclosed in good faith and are authorized by the board. Board and committee members are expected to work out for themselves the most gracious method of declining gifts, entertainment, and benefits that do not meet this standard.
- No board or committee members should perform, for any personal gain, services to any #LatinaGeeks supplier of goods or services, as employee, consultant, or in any other capacity which promises compensation of any kind, unless the fact of such transaction or contracts are disclosed in good faith, and the board or committee authorizes such a transaction. Similar association by a family member of the board or committee member or by any other close relative may be inappropriate.
- No board or committee member or any member of his/her family should have any beneficial interest in, or substantial obligation to any #LatinaGeeks supplier of goods or services or any other organization that is engaged in doing business with or serving #LatinaGeeks unless it has been determined by the board, on the basis of full disclosure of facts, that such interest does not give rise to a conflict of interest.



#LatinaGeeks full conflicts of interest policy is set forth in #LatinaGeeks's Ethical Conduct Policy.

I, \_\_\_\_\_ agree to the above Minimum Requirements, Responsibilities and Commitments for #LatinaGeeks Directors, and understand that failure to meet any of the above items constitutes cause for removal from the #LatinaGeeks Board of Directors.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Candidates must submit the following required documentation:

- Board of Directors Application
- Email Signed Job Description Form to [lala@latinageeks.org](mailto:lala@latinageeks.org)
- Professional biography, resumé, or CV.
- Hi-resolution professional headshot in .jpeg, .tif, .png, or .pdf formats. Must be 300dpi or better.

**DUE DATE TO SUBMIT ALL COMPLETED REQUIRED DOCUMENTATION Wednesday, December 16, 2020 – 6:00 p.m. -No late submissions will be accepted.**