

SDI Board Member Job Description

POSITION TITLE:	Board Director for SDI
POSITION TYPE:	Volunteer
LOCATION:	Remote
THE COMPANY:	Sikh Dharma International
WEBSITE:	https://www.sikhdharma.org/

About Sikh Dharma International:

The mission of Sikh Dharma International is to uphold the standard and grace of the Siri Guru Granth Sahib and serve to uplift humanity through the sacred technology of Shabad Guru. Our vision is to raise the spirit of humanity. Our goals are to serve our global communities through education, community support, leadership, communication and inspiration. We believe in the universality of God in all. We at SDI support the equality, dignity, divinity and grace of all human beings. It is with utmost gratitude to God and Guru that the staff, officers and board of directors are privileged to carry the mission of Sikh Dharma in service to future generations.

SDI Board of Directors Scope and Responsibilities

The Board's responsibilities are visionary, fiduciary and strategic, providing oversight, support and due diligence. The Board has authority and responsibility for establishing the priorities of the corporation, policy setting, fundraising and management of funds. It is essential that the board have the devotion, dedication, skills and qualifications to carry out these duties and responsibilities.

- Determine mission and purposes. It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
- The board should ensure that the CEO has the moral and professional support he or she needs to further the goals of the organization.
- Ensure effective planning and policy setting. Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
- Determine which programs are consistent with the organization's mission and monitor their effectiveness.

- Ensure adequate financial resources. One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission.
- Protect assets and provide financial oversight. The board must assist in approving the annual budget and ensuring that proper financial controls are in place.
- Helping in developing a competent board. All boards have a responsibility to have clear criteria for candidates, an orientation process for new members, and periodically and comprehensively evaluate its own performance.
- Ensure legal and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical norms.
- Enhance the organization's public standing. The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.
- Identify prospective new Board Members. While the SSSC has the responsibility to appoint Board members, the SDI board can make recommendations for new candidates..
- Serve on committees or task forces and taking on special assignments

Fiduciary Duties for SDI Board Directors:

Duty of Care

Duty of care means that board directors must give the same care and concern to their board responsibilities as any prudent and ordinary person would. This means board members should be actively participating in board meetings and on committees. It also means that they should be actively working with other board directors to advance the organization's mission and goals. Board directors should be able to read and understand financial reports and be willing to question expenditures and examine variances. They are also responsible for strategic planning and achieving the organization's short- and long-term goals.

Duty of Loyalty

Duty of loyalty means that board directors must place the interests of the organization and its shareholders ahead of their own interests at all times. Duty of loyalty means publicly disclosing any conflicts of interests and not using board service as a means for personal or commercial gain.

Duty of Obedience

Duty of obedience means that board directors must make sure that the organization is abiding by all applicable laws and regulations and doesn't engage in illegal or unauthorized activities.

Board Participation, Time Commitment, and Compensation

The SDI Board currently meets weekly online Wednesdays 4:30 - 6:00pm MST.

Additionally, there are in-person meetings in New Mexico 2-3 times per year (Spring and Fall Khalsa Council and Summer Solstice) which can be attended in person or online.

SDI Board Terms - 2 year term.

This is a volunteer position.

Qualifications for Service

SDI expects each Board Member to be informed, available, engaged and willing to serve and promote the interests of the organization. They must possess personal integrity, the highest ethical standards, objectivity, be able to work productively with others, and through their expertise strengthen the organization.

- Leadership qualities
- Teamwork/consensus-building
- Goal setting
- Policy making
- Strategic planning
- Fiscal oversight
- Fundraising and donor strategies
- Marketing
- Organizational development
- Community/public relations

Desired Experience or Expertise

- Core knowledge of the non-profit sector
- Knowledge of the concepts, principles and values of the organization's environment
- An understanding of corporate governance and the fiduciary duties and responsibilities of a Trustee of the corporation.
- Past or current engagement with SDI (e.g., ministry, membership, community, etc.)
- Alignment with SDI and SSSC Mission and Values
- Proven track record in an executive leadership role
- Previous board experience preferred
- Experience in executive management and/or specific experience and expertise in relevant business or technical areas and relevant industries

To serve as a Board Member, you must meet the following eligibility requirements

- Support the values and mission of the Corporation
- Be a regular Dasvandh donor or become a Dasvandh donor, or have been in a demonstrable relationship (for example a regular sevadar) with any of the affiliated

Sikh Dharma/3HO organizations or communities for at least two years immediately preceding your nomination

- Be a Minister of Sikh Dharma International or will become a minister of Sikh Dharma International upon becoming a member of the board
- Be of good character with high ethical standards
- Not be related by blood or marriage (including step-relations) to, or in a domestic partnership with, another Director; and
- Not be an employee of the Corporation

Items which could potentially disqualify a person from serving as a Board Member

- Being involved in a lawsuit against SDI or any SSSC affiliated entity
- Having had a judgment issued against them in a civil action based upon grounds of fraud, deceit or misrepresentation, have been convicted of or admitted to any felony offense or a misdemeanor involving moral turpitude
- Having any real or perceived conflict of interest that might reasonably be expected to prevent them from acting in the best interests of SDI