

Sikh Dharma International Board Member Job Description

Rev. and approved by Siri Pritam Khalsa on 12.16.25

POSITION TITLE:	Board Director for SDI
POSITION TYPE:	Volunteer
REPORTING TO:	SDI Board Chair
LOCATION:	Remote
THE COMPANY:	Sikh Dharma International
WEBSITE:	Sikhdharma.org

Our mission is to make the benefits and practice of Sikh Dharma, based on the Teachings of Yogi Bhajan, and that of Shabd Guru accessible to all people from all backgrounds. Engage the global community to raise the spirit and service.

Our values are that through kindness & compassion we bring good will to all to live in the spirit of Chardi Kala. Further we want to be a vehicle for healing in our global community.

SDI Board of Directors Scope and Responsibilities

- Review, revise, and implement the mission, vision and strategic goals
- Oversee and evaluate, annually, the CEO
- Plan and oversee adequate financial resources and protect assets
- Ensure legal and ethical integrity
- Monitor and strengthen programs and services
- Enhance the organization's public standing
- Build and maintain an effective board
- Serve on committees

Board Participation and Time Commitment

- **Monthly meetings:** The SDI Board meets 1-2 times monthly, currently weekly online every first Monday of the month, 7 am PST on Zoom (1-2 hours per meeting)
- **In-person gatherings:** 2-3 times per year in New Mexico (Spring and Fall Khalsa Council and Summer Solstice) which can be attended in person or online
- **Committee work:** Participation on at least one committee with additional time as needed for specific projects
- **Total estimated commitment:** 4-8 hours monthly including meetings, preparation, and committee work

Board Terms: Two-year term with the option of renewal every two years

SDI Board Roles and Responsibilities

We ask each Director to review the following areas of personal commitment:

1. Serve the organization in an advisory capacity
2. Actively serve on a minimum of one committee and be willing to support projects as they arise
3. Read and be familiar with materials sent in advance of board and committee meetings
4. Participate in recommended board member activities such as fundraising and outreach events, networking and supporting the organization's activities where possible
5. Complete required trainings: Certificate of Nonprofit Board (approx. 3 hours), Ethics & Anti-harassment training (approx. 2 hours), and up to two Board Member Professional Development trainings (approx. 1 hour each) per year

Required Qualifications

- **Time availability:** Sufficient time for board duties and responsibilities (4-8 hours monthly)
- **Mission alignment:** Passionate about SDI's mission with commitment to guide SDI's vision into the future
- **Dharmically inspired:** Active participation in the Sikh Dharma community and care for the organization.
- **Training completion:** Willingness to complete required governance and ethics trainings

Skills and Experience We Seek Across the Board

The board benefits from diversity of experience and expertise. We are seeking members who collectively bring these capabilities (individual members are not expected to have all of these):

- Knowledge of SDI's mission, vision, programs, and events
- Professional experience in business, nonprofit management, or organizational leadership

- Ability to read and discuss financial statements and budgets
- Experience with fundraising, donor relations, or community outreach
- Strong communication skills (written and verbal)
- Team collaboration and community building abilities
- Background in areas such as: community/public relations, program/event planning, corporate compliance, legal/financial matters, or board governance

Valued Attributes and Backgrounds

- **Spiritual practice:** Engagement with teachings such as Sadhana, Gurbani Kirtan, meditation, and yogic lifestyle
- **Personal qualities:** Open-minded and willing to learn and adapt; accountable and willing to take on responsibility; forward-thinking; strategic thinking
- **Board experience:** Previous service as a board member, officer, or committee chair (though not required)