

**Little River Holdings, LLC**

**2608 Government Center Drive**

**Manistee, MI 49660**

**231.398.6830**

**Job Description**

**Member of the Board of Directors**

**Introduction**

The board of directors is the core of the organization. It bears responsibility for governing the entire organization. Little River Holdings is governed and managed by an independent Board of Directors, which is appointed in accordance with Tribal Law. The Board sets the strategic vision and the general management policy within which management for Little River Holdings operates. The Board also oversees the performance of the Director.

The board makes decisions by majority vote while maintaining a commitment to consensus – inviting everyone’s critiques and suggestions. The board acts as a group. Once an issue has been voted upon, the result of that vote is binding on members of the board.

**Basic Expectations of Board Members**

The following are the behavioral norms for board members:

* **Be prepared** and fully present.
* **Focus on values and goals** of the organization.
* **Delight in diversity** and ensure every person’s contribution is valued.
  + **Speak up freely.** Disagreement is healthy not personal.
* **Exercise discretion and courtesy;** what is said in the meeting stays in the meeting.
* **Ask Questions**
* **Challenge** the status quo.
* **Maintain** the highest ethical standards.
* **Always** work in the best interests of the organization

**Responsibilities of the Board**

**Planning**

1. Determine the organization’s mission and strategic priorities and review periodically.
2. Evaluate progress toward meeting annual and long-term goals.
3. Plan for the organization's future, on a long-term and short-term basis.
4. Determine the organization's public policy agenda and assist in its implementation.

**Finance**

1. Review financial statements and the annual audit to ensure accountability.
2. Participate in the ongoing process of budget development, approval and review.
3. Adopt financial management policies addressing investments and other financial issus.

**Growth and sustainability**

1. Ensure that adequate resources exist to achieve the organization's mission and implement the organization's programs and projects.
2. Explore non-traditional ways to raise capital.
3. Commit to the completely inclusive “broadening the TENT” of investors.

**Community Relations**

1. Represent and promote the organization to stakeholders including local governments, funders, and partners.
2. Promote cooperative action with other organizations, including when the organization should take part in coalition effort, joint training and joint policy and advocacy work.
3. Serve as a liaison or emissary to stakeholders to keep them informed and connected to the organization.

**Each Board of Directors member must meet the following qualifications:**

* At least twenty-five (25) years old
* Possess a minimum of a bachelor’s degree (negotiable if applicant is currently a member of the Citizen Advisory Board)
* Five (5) years of significant business, financial, legal, government contracting, or industry experience.
* Have no felony convictions.
* Have no misdemeanor convictions within the last ten (10) years.
* Submit to a background investigation yielding no results showing convictions involving tax evasion, tax fraud, embezzlement, or moral turpitude.

**Board Structure and Meeting Schedule**

1. This vacancy will have a term starting April 12th 2023-April 12th 2026.
2. The full board meets monthly either in person or by teleconference. The meeting normally lasts for 120 minutes.
3. The board is made up of the Chair, Vice Chair, Treasurer, Secretary, and Member.

**If interested, please submit your resume and letter of interest to the email address below.**

[admin@lrhedc.com](mailto:admin@lrhedc.com)