



Board of Directors Volunteer Position Description

Since 1993, Helping Link/Một Dấu Nối has helped tens of thousands of Vietnamese people integrate into communities through our ESL, computer and citizenship programs, as well as information and referral services. The challenges of moving to a new city or experiencing a new culture are immense, at times even overwhelming. Helping Link is here to pay forward the help many of us received so that families remain intergenerational, connected and united. This source of support and knowledge in a safe environment allowed many of Helping Link's clients to successfully achieve their goals to improve their English language skills, attain U.S. citizenship and access employment opportunities to grow and thrive.

We seek caring community members and professionals in search of culturally enriching relationships, passionate about creating space for mutual exchange and engagement to join our Board of Directors team.

Roles and Responsibilities:

- Serve as ambassador for Helping Link/Một Dấu Nối in the community and share its activities in your network, growing relationships between different communities.
- Provide governing direction in collaboration with the Executive Director to steer Helping Link/Một Dấu Nối's future and oversee its service to the community, responding to social trends and collaborating in local challenges.
- Make Helping Link/Một Dấu Nối a philanthropic priority by participating actively in annual fund development initiatives and events.
- Ensure maintenance of sound financial records, operation within budgetary constraints and compliance with legal and regulatory standards.
- Provide support and leadership to Helping Link/Một Dấu Nối's regular activities, participating in teams to shape the events and programs that give life to our mission.

As a nonprofit organization, Board members are a key element of our success in serving the community. We are very grateful for the passionate members who provide leadership, vision, ambassadorship and strong philanthropic support to Helping Link.



555 S. Renton Village Place, Suite 225
Renton, WA 98057
206-568-5160
www.helpinglink.org

Helping Transitions, Honoring Traditions

Benefits of Board Service:

- Positively impact the lives of immigrants and refugees building new lives in America.
- Leadership development opportunities & training.
- Opportunities to provide direct service and connect with the Vietnamese-American community.
- Build expertise in board governance & nonprofit budgeting.
- Cultural awareness and education about supporting communities of color, especially the Vietnamese community.
- Network and build relationships with a broad spectrum of individuals that are connected to Helping Link.
- Build and share public speaking skills.

Terms and Time Commitments:

Members are elected to a 1-year term (renewable for two additional terms).

Monthly time investment: 8 to 12 hours per month:

- 2.5 hours to prepare for and attend a Board meeting (10x per year).
- 3 hours for “homework”/committee work (per committee).
- 2-4 hours for particular tasks, meetings, introductions to community leaders, events and fundraising activities and recruitment of annual fundraising event guests.

Annually attend the Gala fundraising event

Additional Information:

- Helping Link holds Directors & Officers liability insurance, as well as general liability insurance.
- It is the goal of the organization to carry at least a 6-month financial reserve.

For more information about the volunteer application process, visit

<https://www.helpinglink.org/volunteer/>. Questions, email directors@helpinglink.org.