

## Boojum Institute - Board Position Profile – Legal Specialist/Risk Management Committee Chair

This document describes the position duties and opportunities for the Board Legal Specialist/Risk Management Committee Chair.

### Current goals of the board

The *Boojum Institute* Board of Directors is responsible for establishing direction for the Institute, and setting overall policy and strategy objectives. The board also reviews the Executive Director's plans for achieving Boojum Institute's mission, oversees and gives final approval to the annual budget, evaluates the organization's progress toward strategic goals, ensures sufficient resources are available, and works to enhance the Institute's public standing.

### Overall goal of the Board Legal Specialist/Risk Management Committee Chair

Directs the board's Legal and Risk Management planning and activities, serves as Chair of the Risk Management Committee. Participates in setting the Institute's strategic direction and provides leadership to ensure the Institute achieves its goals and objectives supporting the accomplishment of the strategy. Serves as an active board member.

### Key roles and responsibilities

- ▶ Participates on the Board to determine or re-evaluate the agency's mission and purpose
- ▶ Participates in strategic planning
- ▶ Develops the long-term and annual Risk Management Plan
- ▶ Leads Board Risk Management Committee
- ▶ Advises Board and Executive Director on legal compliance matters and solutions. Supports staff on legal issues as necessary
- ▶ In concert with the Board HR Specialist, works with the Board on Governance implementation
- ▶ Supports the recruitment, evaluation, and election of new board members as needed
- ▶ Works with external relations team, identifies and cultivates on-going relationships with potential donors and sponsors
- ▶ In partnership with the Board President and Finance Committee Chair creates fundraising objectives to support the Annual Budget
- ▶ Determines, monitors, evaluates, and strengthens the Institute's programs and services
- ▶ Enhances the image and public standing of Boojum Institute by conducting ongoing outreach to the community
- ▶ Ensures legal and ethical integrity and maintain accountability to the organization's stakeholders

## Skills, abilities, and experience needed to succeed as the Board Legal Specialist/Risk Management Committee Chair

### *Personal*

- ▶ Can make required time commitment
- ▶ Willing and able to solicit and fundraise on Client's behalf, may include making a personal contribution
- ▶ Demonstrated excellent planning and organization skills
- ▶ Honesty and integrity
- ▶ Visionary: future orientation
- ▶ Ability to effectively communicate both verbal and written; excellent platform presentation skills;
- ▶ Open-minded and articulate
- ▶ Excellent influencing skills
- ▶ Good team-builder and team member
- ▶ Self-confident
- ▶ Respected and respectful

### *Professional*

- ▶ Practicing Attorney in California; minimum of 10 years professional legal experience, including 3-5 years progressive experience in risk management
- ▶ J.D. degree with thorough knowledge of federal and state compliance issues
- ▶ Knowledge of adventure sports and related issues such as assumption of risk and release form
- ▶ Familiar with multi-faceted fundraising campaigns including grant writing, corporate and private giving campaigns, foundations and major event coordination
- ▶ Excellent interpersonal and influencing skills, organization savvy
- ▶ Strong analytical skills
- ▶ Demonstrated effectiveness in meetings and task forces; seen as a leader
- ▶ Leadership/Board experience in another non-profit organization
- ▶ Solid professional reputation
- ▶ Potentially able to donate/assign time and staff resources through personal networks and other organizations or companies
- ▶ Technically proficient in Microsoft Word, Excel, Outlook, PowerPoint, LinkedIn, etc.

## Estimated time commitment and meeting format

- ▶ Attendance at quarterly in-person board meetings
- ▶ Participation in monthly Executive Committee teleconferences
- ▶ Participation in other meetings as required
- ▶ Estimated time commitment: 10 hours monthly
- ▶ Busiest time-period: work is consistent throughout the year though fundraising events may create additional activity

## Selection process

- ▶ Selection by the sitting Board Selection Committee

## Volunteer benefits

- ▶ High-profile position with a prominent nonprofit

## Term limit

- ▶ 3 year term