BOARD OF DIRECTORS
INFORMATION PACKET

BOSTON LITTLE SAIGON
CULTURAL DISTRICT

1443A Dorchester Ave. #2
Boston, MA 02122
617.858.5286
info@bostonlittlesaigon.org
www.bostonlittlesaigon.org
The Boston Little Saigon Cultural District is in search of ideal candidates to fulfill the responsibilities of the Inaugural Board of Directors. If you are active in the community, have a passion for preserving the Vietnamese culture, and/or have an interest in promoting the businesses in the Boston Little Saigon Cultural District, please consider joining the Board of Directors!

For many years, the Vietnamese community in Dorchester has envisioned a Little Saigon Cultural District that brings people together to preserve and promote the rich Vietnamese-American heritage. With the recent designation from the City of Boston, we are now another step closer to realizing this vision. As a member of the Inaugural Board of Directors, you will have a significant role in the oversight and governance of the district.

Board members are to act in the best interest of the Boston Little Saigon Cultural District. Those who are nominated should possess qualities of vision and leadership and be able to commit the time and energy required for a two-year term, starting date to be announced.

We are requesting all those who are interested or know someone who is interested to submit this nomination form (www.bostonlittlesaigon.org/board-of-directors) by **Wednesday, July 15, 2020**.

For additional questions, please email info@bostonlittlesaigon.org or visit www.bostonlittlesaigon.org.

Sincerely,

Boston Little Saigon Team
Boston Little Saigon is a cultural district that strives to help local arts and businesses improve the quality and range of public programs so that more local families can benefit from them.

Our district aims to highlight, recognize, and preserve Vietnamese American culture already present in the area and the community’s significant contributions to Dorchester’s unique history of immigrant experiences.

Boston Little Saigon supports community development by providing spaces for creative arts through neighborhood murals, electrical boxes, cultural events, etc. and instilling a sense of pride and ownership in the community.

Residents and visitors alike can enjoy the many cultural events and networking opportunities to meet one another, learn from one another, and enjoy what the neighborhood has to offer.
OVERVIEW:

BOARD OF DIRECTORS

PURPOSE
The purpose of the Board of Directors is to provide leadership and oversight to the Boston Little Saigon Cultural District (LSCD), reach out to the diverse population of the Little Saigon community, and promote the district’s mission.

PREFERRED QUALIFICATIONS
- Extensive professional experience with significant leadership accomplishments in business, government, philanthropy, education or the nonprofit sector.
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals.
- Personal qualities of integrity, credibility, and a passion for improving LSCD and all LSCD’s beneficiaries.

BOARD DESCRIPTION
The Board of Directors is a collection of diverse leaders who bring unique knowledge, expertise, and skills to achieve the mission of the LSCD.

The Board consists of nine members, who are representatives of the district. Seats on the Board are distributed as follows: at least one seat is designated for cultural and/or non-profit organization, at least one seat is designated for an arts organization, and at least one seat is designated for for-profit business. Board members are nominated and elected by Partners who are enrolled in the LSCD Partners Program by majority vote.

The Board of Directors is the governing authority of LSCD and is the legally accountable group. Service on the Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to members’ duties.
OVERVIEW:
BOARD OF DIRECTORS

ROLES AND RESPONSIBILITIES
The primary role of Board members is to provide guidance and advice to the current Board of Directors and staff in matters relating to LSCD activities and line of work. Additional responsibilities of Board members include, but are not limited to:
- Communicating to the LSCD staff regarding emerging issues and activities related to the community
- Communicating with communities and/or colleagues about the activities of LSCD
- Identifying and recruiting additional partners to help fulfill the mission of LSCD
- Assisting in raising funds and strategic planning to ensure the organization’s sustainability
- Reviewing outcomes and metrics created by LSCD for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics
- Reviewing agenda and supporting materials prior to board and committee meetings
- Approving LSCD annual budget, annual financial reports, tax filings, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Assisting in identifying and recruiting other Board of Directors members
- Representing LSCD to stakeholders; acting as an ambassador for the organization

MEETINGS AND COMMITMENTS
The Board members are expected to attend a minimum of eight meetings a year (out of 12 meetings) and participate in other meeting(s), consultation by person or phone (by appointment only) as needed. Occasionally as the need arises, the Board of Directors Chair will arrange a conference call(s) in advance with all or few members of the Board to discuss a particular issue. Board members may be contacted individually based on their expertise at the discretion of the Board of Directors Chair and/or Executive Director. The time commitment is expected to be 5-10 hours monthly. Board members must be a paid member of the Partners Program.

TIME OF SERVICE
Each board member shall serve a term of two years, which will be renewed by reelection or terminated by the end of their serving.
PROCESS & TIMELINE

NOMINATIONS
June 11, 2020 - July 15, 2020
We are accepting nominations for candidates via our online form

APPLICATION DUE
July 20, 2020
Nominees who accept their nominations must complete our application

APPLICATIONS REVIEWED
July 20, 2020 - August 2, 2020
The Boston Little Saigon Team may also conduct interviews during this time

DECISIONS ANNOUNCED
August 3, 2020
Applicants will be notified of the team’s decision via email

INAUGURATION
TBD
On this date, the elected Board of Directors will begin their term
HERE'S HOW TO CONNECT

1443A Dorchester Ave. #2
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Like our Facebook page
fb.com/bostonlittlesaigon

Follow our Instagram
instagram.com/bostonlittlesaigon

Check out our website
bostonlittlesaigon.org