



Board Liaison

FLSA Classification: Exempt
Reports to: President & CEO
Salary range, DOE: \$75,000 - \$90,000

JOB DESCRIPTION

Position Summary

The Board Liaison will be the primary point of contact for all MSHF board related work alongside the President & CEO. This role will drive board activities, logistics, agenda and board packet development and be the main point of contact for board members to get information on upcoming events or activities. The Board Liaison will coordinate with the MSHF Executive Office and Leadership team to ensure administrative and logistical support for both the executive office and preparation for any board activity, including the development of timely and accurate materials.

Essential Duties and Responsibilities

Primary Objectives

- Serve as the primary point of contact for all Board members, Committee members, and Board-related matters.
- Work closely with the President and CEO and the organization's leadership team on all Board communication and planning.
- Ensure that the executive office fully functions in order to meet the organization's strategic objectives, including scheduling, travel arrangements, meeting preparation and report completions.
- Maintain discretion and confidentiality regarding all Board matters.
- Provide administrative and strategic support regarding Board matters.
- Attend all Board and Committee Meetings, record notes, prepare minutes, agendas and board packets.

Board Leadership Support

- Provide high-level administrative support as needed to the Board of Directors and Committees including drafting agendas, composing correspondence, arranging itineraries, compiling meeting documents, completing expense reports, creating, organizing and maintaining accurate electronic and hardcopy Board-related files and folders, and other administrative tasks, as needed.
- Help maintain up to date contact information for all Board members in all relevant databases, listservs and address books.

Logistics and Coordination



- Responsible for all aspects of planning Board and Committee meetings, calls, convenings, retreats and other gatherings including drafting agendas, preparing and distributing Board packets and other relevant materials, setting meeting dates, drafting and sending out calendar invitations, and managing all meeting logistics;
- Coordinate with staff committee liaisons for all board committees, advisory committees and task forces;
- Provide day-of meeting support to ensure successful execution of all meetings for the Board and Committees.
- Communicate all decisions, actions, directives, and important information following board and committee meetings to the appropriate individuals or stakeholders. Anticipate and follow up on outstanding agenda items, taking action to ensure information is provided to the board and committee members in a timely manner.

Board Member Engagement

- Assist CEO in the development, implementation and coordination of a Board engagement strategy;
- Help ensure ongoing leadership development of all Board Members;
- Manage onboarding and orientation of all new Board Members;
- Plan events, conference calls, briefings and other opportunities for Board members to hear about our work or share information with other Board Members;
- Utilize best practices for tracking, acknowledgment and reporting progress on Board engagement including tracking individualized participation and records for each board member (including onboarding, committee placement, coordinating impact tour attendance, volunteer opportunities, recognition, etc.); and
- Manage outreach to Board Members around sign on letters, RSVPs for meetings and events, membership on committees and subcommittees, and other Board communication; and
- Assist CEO in organizing regular outreach to members of the Board.

Governance

- Plan and manage the Board nominations process;
- Work with CEO and Board to review and maintain by-laws and other governance documents;
- Stay up-to-date on current trends and best practices in board governance to provide recommendations when appropriate; and
- Support leadership in the on-going review of Board committee roles, responsibilities and structure, ensure clarity and accountability, and make recommendations to ensure effectiveness of all board activities and identify areas for additional support or change.

Other duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the



employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Competencies

- Sets and holds oneself and others to stated expectations by aligning their work with MSHF mission, values, and goals.
- Adjusts to new, different, or changing requirements and circumstances. It involves flexibility, openness to new ideas, and the capacity to handle unexpected challenges or disruptions while maintaining productivity and composure.
- Cooperates, communicates and coordinates effectively with others, inside and outside MSHF to accomplish mutual goals and objectives. Fosters commitment and team spirit and partners to achieve MSHF goals.
- Analyzes information objectively, identifies root causes, evaluates evidence, and develops effective solutions through logical reasoning and systematic approaches.
- Navigates sensitive situations with tact and discretion while maintaining trust and protecting private information.
- Builds, maintains, and enhances relationships with members and stakeholders through effective communication, understanding of needs, and delivery of value.
- Focuses on desired outcomes and sets and achieves desired solutions. Sets clear goals, takes proactive action, and drives towards successful outcomes.
- Plans, executes, and delivers initiatives while managing resources, timelines, and stakeholders to achieve strategic objectives. Evaluates planned approaches, determines feasibility, and makes adjustments as needed.
- Possesses and applies deep knowledge, skills, and experience in a specific field or discipline to deliver high-quality results combined with the ability to effectively demonstrate and apply that expertise in a way that builds trust.
- Actively promotes and fosters an inclusive environment where diverse perspectives are valued, equitable access and opportunities are ensured, and everyone feels a sense of belonging.

Education & Experience

- Bachelor's degree preferred, or equivalent combination of education and experience.
- Experience working in a professional environment with high-level executives.
- Excellent written and verbal communication skills.
- Strong research and analytical skills.
- Proficient in Microsoft Office Suite (Outlook, Word, Excel and Power Point).



Work location: Wasilla, Alaska - This position is 80-90% remote with a requirement to be located within the South/Central region of Alaska. Candidates must be within commutable distance to the Mat-Su region.

Work environment: Employee will be working in a typical office environment with offices, moderate temperature, and equipment noise.

Physical demands:

- The physical demands of this office-based position primarily include prolonged periods of sitting at a desk or workstation.
- The role requires sufficient manual dexterity to perform frequent tasks such as typing, using a mouse, writing, and handling documents.
- Visual acuity is essential for reading printed materials, emails, spreadsheets, and computer screens.
- Effective verbal communication and adequate hearing are necessary for regular interactions via phone, video conferencing, and in-person meetings.
- The position may occasionally require minimal lifting or carrying of items weighing up to 20 pounds, such as laptops, binders, or office supplies, as well as occasional standing or walking within the office environment for meetings or collaborative tasks.
- Additional physical requirements may include occasional travel—which can involve extended periods of sitting, walking through airports, and lifting luggage—or stair climbing in offices where elevators may not be accessible.
- Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position, in accordance with the Americans with Disabilities Act (ADA).

Travel: 20-30% of this position may involve travel in and out of state as required.

EEO statement: Mat-Su Health Foundation is an equal opportunity employer.