

Board Director Role Description for Financial Class

June 2024

Role Overview:

The Board Director at the Specialty Coffee Association (SCA) plays a vital role in guiding the organization towards achieving its purpose of advancing the global specialty coffee community. This leadership role involves strategic planning, governance, advocacy, and resource development, ensuring that the SCA continues to thrive and lead in promoting excellence and sustainability in the coffee industry.

Key Responsibilities:

1. Strategic Leadership:

- Collaborate with fellow board members to define and execute strategic goals.
- Ensure alignment of activities with the SCA's purpose and long-term vision.
- Provide insights and oversight for strategic initiatives and organizational growth.

2. Governance and Compliance:

- Participate actively in board and committee meetings.
- Ensure compliance with legal, regulatory, and ethical standards.
- Oversee the organization's adherence to bylaws and governance policies.

3. Advocacy and Outreach:

- Act as an ambassador for the SCA within the specialty coffee community and beyond.
- Engage with stakeholders to build partnerships and promote the SCA's initiatives.
- Represent the SCA at industry events and public forums.

4. **Policy and Decision-Making:**

- Contribute to the development and implementation of policies guiding organizational operations.
- Make informed decisions on critical issues impacting the SCA.
- Approve major projects, budgets, and strategic plans.

5. **Fundraising and Resource Development:**

- Support and participate in fundraising activities.
- Leverage networks to secure financial and other resources.
- Assist in developing strategies to diversify funding sources.

6. **Performance and Accountability:**

- Evaluate the performance of the Chief Executive Officer (CEO) and provide constructive feedback.
- Participate in self-assessment and board performance evaluations.
- Ensure programs and services achieve desired outcomes and impact.

7. **Community Engagement:**

- Foster a sense of community and collaboration across the coffee value chain.
- Promote diversity, equity, and inclusion within the organization and the coffee industry.

- Support initiatives that enhance sustainability and ethical practices in the coffee sector.

Qualifications:

- **Leadership Skills:** Demonstrated leadership abilities with a track record of strategic thinking and organizational oversight (Preferably with experience with complex organizations.)
- **Governance Knowledge:** Experience with organizational governance, preferably within a non-profit organization.
- **Commitment:** Strong dedication to the SCA's purpose, with a focus on quality, sustainability, and ethical practices.
- **Communication Skills:** Excellent interpersonal and communication skills, capable of engaging diverse stakeholders.
- **Strategic Vision:** Ability to contribute to the development and execution of strategic plans.
- **Financial Skills:** Financial statement literacy and budgeting experience.

Desired Experience:

- **Business Experience:**
 - Strong Financial Acumen with deep understanding of financial statements, budgeting, and financial analysis
 - Experience in overseeing financial operations including financial planning, risk management, and compliance
 - A background in finance accounting or related field
 - Professional certifications: CPA/CFA are highly desirable

- Strong understanding of corporate finance and performance principles

Expectations:

- **Time Commitment:** Dedicate sufficient time to attend board meetings, participate in committees, and engage in organizational activities.
- **Active Participation:** Actively contribute to board discussions and decision-making processes.
- **Ethical Conduct:** Adhere to high ethical standards and avoid conflicts of interest.
- **Collaboration:** Work collaboratively with other board members, staff, and volunteers to advance the SCA's objectives.
- **Confidentiality:** Maintain confidentiality of all sensitive and proprietary information discussed within the SCA Board.

How to Apply:

Interested candidates should submit a resume/CV outlining their qualifications via the form [here](#).