

# Application for Appointment to the Board

Please complete all the following questions to be considered for board service at this non-profit.

Name: \_\_\_\_\_ Home phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Business phone ( ) \_\_\_\_\_

Fax number ( ) \_\_\_\_\_ E-Mail \_\_\_\_\_

Please check the education or skills you could contribute to our Board:

- |  |                                     |  |
|--|-------------------------------------|--|
| <input type="checkbox"/> accounting              | <input type="checkbox"/> management | <input type="checkbox"/> public relations      |
| <input type="checkbox"/> investment              | <input type="checkbox"/> marketing  | <input type="checkbox"/> knowledge of services |
| <input type="checkbox"/> fund raising            | <input type="checkbox"/> education  | <input type="checkbox"/> public speaking       |
| <input type="checkbox"/> community relations     | <input type="checkbox"/> planning   | <input type="checkbox"/> lobbying              |
| <input type="checkbox"/> other (please specify): |                                     |  |

On what other boards have you served?

What charitable or community activities have you participated in?

Can you regularly attend board meetings?  Yes  No  Conflicts

How many hours a month, in addition to meetings, can you serve?

Would you attend a training session for new Board members?  Yes  No

Will you make a financial commitment to this non-profit?  Yes  No

Why are you interested in this nonprofit?

Please write a brief statement of your understanding of this non-profit's mission:

Please provide references on a separate sheet.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Board Member Job Description

TITLE: Member, South Side Help Center Board of Directors

REPORTS TO: Board Chairpersons

PURPOSE: To serve the Board as a voting member; to develop policies, procedures and regulations for the operation of South Side Help Center; to monitor finances of the organization, its programs and performance.

TERM: Two years, expiring December 31, 20\_\_

EXPECTED MEETING ATTENDANCE:

- Regularly attend meetings as scheduled (about 12 per Year)
- Attend standing committee meetings if a member (about 6 per year)
- Participate as an ad hoc committee member if appointed
- Attend Board retreats, in service workshops and other Board development activities
- Attend and participate in special events as needed

OBLIGATIONS OF THE BOARD:

- Establish policy
- Hire, supervise and evaluate the executive director
- Secure adequate funds
- Monitor finances
- Maintain and update long-range plans

SPECIFIC DUTIES:

- Attend meetings and show commitment to Board activities
- Be well-informed on issues and agenda items in advance of meetings
- Contribute skills, knowledge and experience when appropriate
- Listen respectfully to other points of view
- Participate in organizational decision-making
- Financially support the organization
- Assume leadership roles in all Board activities, including fundraising
- Educate yourself about the needs of the people served

\_\_\_\_\_, 20\_\_\_\_  
Board Member's Signature Date

\_\_\_\_\_, 20\_\_\_\_  
Executive Director's Signature Date



# Conflict of Interest Policy

Disclosure of potential conflicts of interest and/or duality policy

It is now resolved that the following policy of duality of interest is adopted:

- Any duality of interest or possible conflict of interest on the part of any Board member should be disclosed to other Board members and made a matter of record, either through an annual procedure or when the interest becomes a matter of Board action.
- Any Board member having a duality of interest or possible conflict of interest on any matter should not vote or use his/her personal influence on the matter, and he/she should not be counted in determining the quorum for the meeting, even where permitted by the law. The minutes of the meeting should reflect that a disclosure was made, the abstention from voting, and the quorum situation.
- The foregoing requirements should not be constructed as preventing the Board member from briefly stating his/her position in the matter, nor from answering pertinent questions of other Board members since his/her knowledge may be of great assistance.

It is further resolved that this policy be reviewed annually for the information and guidance of Board members, and that any new Board member be advised of the policy upon entering the duties of his/her office. The Board chairperson and secretary are authorized and directed to see that this policy is followed.



# Board Member Training

As part of the responsibility of the Executive Director and staff, the Board will be informed of:

- programs the Agency is involved in;
- any major changes that may occur concerning the Agency;
- current and changing trends in non-profit organizations;
- community news, concerns, and trends;
- relevant trainings, forums, workshops and meetings.

In addition to attendance by Board members at regular Board meetings, members are expected to attend relevant meetings, forums, trainings and workshops. The executive Director and staff will keep the Board abreast of relevant these topics and issues and scheduled dates during regularly scheduled Board meetings.