

SHARE BOARD MEMBER APPLICATION

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: (Work) _____ (Home) _____ (Fax) _____

Email Address: _____

Current Occupation: _____

Specialized Training: _____

Organizational Affiliations; note any positions held or honors received (Business, Professional, Civic, Educational and/or Social):

Current: _____

Former: _____

Special Awards, Honors, Recognitions: _____

Areas of Interest to You for Volunteer Involvement with the Share Board (Committees):

- | | |
|---|--|
| <input type="radio"/> Financial | <input type="radio"/> Program |
| <input type="radio"/> Fund Development | <input type="radio"/> Relations |
| <input type="radio"/> Membership/Nominating | <input type="radio"/> Bylaws/Legal Affairs |

Describe Your Personal Interest in Becoming a Share Board Member: _____

Emergency Notification:

Name: _____

Relationship: _____ Phone Number: _____



JOB DESCRIPTION—ADVISORY BOARD MEMBER

Each advisory board member has general duties and responsibilities that subsequently combine to generate the level of effectiveness and the quality and character/integrity of the Share board. The board members' job description is a collection of duties and responsibilities derived from the agency's Bylaws.

They are as follows:

- To review policies and mission with staff participation;
- To adopt and update bylaws;
- To review agency goals and objectives—short and long term;
- To monitor and evaluate agency budget;
- To assist in the planning and raising of funds for meeting budget objectives;
- To recognize legal responsibilities and limitations; and
- To serve as an advocate of the agency in the community.

To successfully accomplish these duties and responsibilities, Share board members are expected to:

- Attend every meeting and actively participate;
- Come prepared to meetings: read minutes and other information from staff prior to meetings;
- Be prepared to make decisions;
- Keep an open mind; and
- Hold each other accountable.

STATEMENT OF INDIVIDUAL BOARD MEMBER'S RESPONSIBILITIES

Those who serve on the board of a nonprofit organization have responsibilities different from, but complementary to, those of the board itself. The obligations of board service are considerable -- they extend well beyond the basic expectations of attending meetings and participating in fund-raising initiatives and personal giving.

An interesting paradox, however, is quickly apparent as part of the ambiguity that shrouds volunteer directorship. On the one hand, board members, as individuals, have no special privileges, prerogatives, or authority; they must meet in formal sessions to make corporate decisions. On the other hand, individual board members are expected to meet higher standards of personal conduct on behalf of their organization than those usually expected of other volunteers.

A clear statement of individual board member responsibilities adapted to the organization's needs and circumstances can serve at least two purposes: it can help with the process of recruiting new board members by clarifying expectations before candidates accept nomination; and it can provide criteria by which the committee responsible for nominations can review the performance of incumbents who are eligible for reelection or reappointment. Prospective and incumbent board members should commit themselves to:

I. General Expectations

- Know the organization's mission, purposes, goals, policies, programs, services, strengths, and needs.
- Suggest possible nominees to the board who are clearly women and men of achievement and distinction and who can make significant contributions to the work of the board and the organization's progress.
- Serve in leadership positions or undertake special assignments willingly and enthusiastically when asked.
- Avoid prejudiced judgments on the basis of information received from individuals and urge those with grievances to follow established policies and procedures through their supervisors. (all matters of potential significance should be called to the attention of the executive and the board's elected leader as appropriate).
- Follow trends in the organization's field of interest.
- Bring a sense of humor to the board's deliberations.

II. Meetings

- Prepare for and participate in board and committee meetings, including appropriate organizational activities.
- Ask timely and substantive questions at board and committee meetings, consistent with their conscience and convictions, while supporting the majority decision on issues decided by the board.
- Maintain confidentiality of the board's executive sessions, and speak for the board or organization only when authorized to do so.
- Suggest agenda items periodically for board and committee meetings to ensure that significantly policy-related matters are addressed.

III. Relationship with Staff

- Counsel the executive as appropriate to offer support in his or her often difficult relationships with groups or individuals.
- Avoid asking for special favors of the staff, including special requests for extensive information, without at least prior consultation with the executive, board, or appropriate committee chairperson.

IV. Avoiding Conflicts

- Serve the organization as a whole rather than any special interest group or constituency.
- Avoid even the appearance of a conflict of interest that might embarrass the board or the organizations, and disclose any possible conflicts to the board in a timely fashion.
- Maintain independence and objectivity and do what a sense of fairness, ethics, and personal integrity dictate, even though not necessarily obliged to do so by law, regulation, or custom.
- Never accept (or offer) favors or gifts from (or to) anyone who does business with the organization.

V. Fiduciary Responsibilities

- Exercise prudence with the board in the control and transfer of funds.
- Faithfully read and understand the organization's financial statements and otherwise help the board fulfill its fiduciary responsibility.

VI. Fundraising

- Give an annual gift according to personal means.
- Assist the development committee and staff by implementing fund-raising strategies through personal influence with others (corporations, individuals, foundations).

CRITERIA FOR SHARE BOARD AND COMMITTEE MEMBERSHIP

- A commitment to the mission and goals of Share;
- A commitment of time and active involvement;
- An ability to form judgments and contribute to a decision-making process;
- An interest in the community; and
- A combined diversity of race, religion, area, age, skills.

COMMITTEES OF THE BOARD OF DIRECTORS

Share is a not-for-profit membership corporation. The Board of Directors is primarily responsible for policy making and the general well being of the corporation. The Board delegates most of its responsibilities to committees. Each committee has a special job to accomplish. Committees generally meet monthly with specific tasks requiring additional time. On the average, committee involvement takes two to five hours per month.

I. Financial: To maintain and oversee the finances of Share.

II. Fund Development: To design a plan to help Share secure an increasing proportion of its income through its own efforts. To provide leadership to the Board in carrying out that plan.

III. Nominating/Membership Committee: To design a plan for the development of a diverse, actively participating membership united in concern for the realization of the mission of Share.

IV. Personnel Committee: To develop and keep current personnel policies consistent with Share goals.

V. Public Relations/Marketing: To raise the visibility and awareness of Share's programs in Vancouver, Clark County and beyond; to educate the board and the community about Share's public affairs and to speak out on issues of concern to Share.

BOARD MEMBER EXPECTATIONS

People join and stay on boards because they want to be associated with a well-run organization that does not waste their time. This is why many nonprofits tell new board members they should expect to:

- Get a clear picture of board members' roles before agreeing to serve.
- Receive a comprehensive orientation/introduction to the institution, key staff and other members.
- Accept responsibilities that are appropriate to their abilities, interest, influence and affluence.
- Have questions/requests responded to promptly and thoroughly by staff.
- Be taken seriously when making suggestions.
- Be given thorough orientation and training sessions as new and continuing members.
- Receive information and be kept informed about the mission, vision goals, activity, objectives, budgets and financial position.
- Have their time respected and maximized.
- Get communications and reports regularly so they can monitor progress.
- Be able to voice opinions—good or bad.
- Know that problem members will be removed if they are not fulfilling their responsibilities.
- Be given appropriate thanks and recognition.

SHARE'S MISSION STATEMENT

The mission of Share is to lead the hungry and homeless towards self-sufficiency by providing food, shelter, housing, education and compassion, all from the strength of our community.

SHARE'S GOALS for Next Five Years

- I. Strengthen the institutional capacity of Share (funding, staff, operations, organization structure, others).
- II. Strengthen transitional services through partnerships.
- III. Improve staff wages and benefits—to lower turnover, improve recruitment and retention and better reflect organizational values.
- IV. Maintain and strengthen community respect, partnerships, and education.
- V. Develop an endowment to sustain operating costs.