



Board Member Application

Personal Information

Name: _____ Application Date: _____

Address (Street/City/State/Zip): _____

How long have you lived in the area? _____

Primary Email: _____

Phone Numbers:

Cell: _____ Work: _____ Home: _____

Preferred Method of Contact: ☐ Email ☐ Cell ☐ Work ☐ Home

Employer Name: _____

Your Title: _____

Employer Address: _____

Phone: _____ Email: _____

Type of business / organization: _____

Skills & Expertise

Please attach a current resume, bio, or vitae that includes your education and training, professional experience, past and present board service, and other experience you feel is relevant for this position.

Please list any groups, organizations or businesses that you are willing and able to serve as a liaison to on behalf of the Home.

Our board aims to reflect the diversity of the population served at the Home and collectively possess a broad base of skills and expertise to effectively deliver on our mission. **Can you speak to the unique skills and experience you would bring to this Board?**

Current Involvement with Children's Attention Home

What do you know about the Home?

How did you first hear about the Home? If currently involved, please include this information here.

What excites you about the work of our organization? What interests you about serving on this board versus other organizations?

What is your involvement, past or present, with children and youth?

Board Involvement & Expectations

Board members play an important part in leading the Children's Attention Home and are elected to a term of three years. Board members can serve up to 3 terms. The primary roles of a Board member are:

1. To contribute to defining the mission of the Children's Attention Home and governing the fulfillment of that mission, and
2. To carry out the functions of the office of Board member and/or officer as stated in the Bylaws.

The expectations of each board member are to:

- **Fulfill their governance responsibilities**
 - Observe the parliamentary procedures and display courteous conduct in all Board and committee meetings

- Refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results and prohibit methods that conflict with Children's Attention Home policies and/or Bylaws
- Avoid conflicts of interest between their position as a Board member and their personal life. If such a conflict does arise, the board member will declare that conflict before the Board and refrain from voting on matters in which they have a conflict.
- Support in a positive manner all actions taken by the Board of Directors even when they are in a minority position on such actions.
- Work with and respect the opinions of their peers who serve this Board and to leave their personal prejudices out of all board discussions.
- **Be an ambassador for the Home.**
 - Always represent the Home in a positive and supportive manner and in all places.
 - Stay updated on the Home's current operations, needs, and other relevant information.
 - Act for the good of the residents and community the Home serves.
 - Introduce people in their sphere of influence to the Home's work and mission and invite others to engage with and support the Home.
- **Commit their time.**
 - Prioritize attendance at all Board meetings.
 - Agree to serve on at least one committee, make attendance at such meetings a priority, and participate in the accomplishment of its objectives.
 - Participate in the annual strategic planning retreat, the Board self-evaluation process, and Board development initiatives.
 - Be prepared by reading agenda and relevant background materials ahead of scheduled meetings.
 - Prioritize attendance at significant organizational events, including annual fundraisers.
- **Commit their resources.**
 - Make a meaningful financial contribution to the Children's Attention Home each year of board service.
 - Leverage their skills and expertise to support the strategic efforts of the Home.

If, for any reason, a board member finds themselves unable to carry out the above duties consistently, they agree to resign their position as a Director/Board Officer.

Time Commitment

We estimate that board service could be a commitment of 4-8 hours each month (bi-monthly board meetings and bi-monthly committee meetings). In addition, we ask for your participation and engagement throughout the year with organizational events and two large fundraisers.

Do you have any concerns or potential conflicts that may impede your ability to commit to the time required? If so, how will you manage these demands on your time?

Board Committees & Leadership

The Board of Directors involves active participation by board members on standing committees and in officer roles. Committees meet between bi-monthly board meetings. Board officers assume responsibilities specific to their roles (Chair, Vice Chair, Secretary, Treasurer).

Please indicate which committee(s) you would be interested in serving on:

- ☐ **Board Development:** Manages board governance activities, including the board member and officer recruitment/retention/exit process, board education, bylaw revision, and annual self-evaluation surveys
- ☐ **Philanthropy:** Provides oversight, resources, and leadership to assist with fund development activities, including donor stewardship, fundraising events, and identifying and engaging possible supporters
- ☐ **Operations:** Provides oversight, guidance, and resources for overall operations, including strategic goals, risk management, performance and quality improvement, technology, and capital projects
- ☐ **Finance:** Provides financial oversight for the Home, including financial analysis and oversight of the annual budget, ensuring financial reporting compliance including an independent annual audit, and providing insight and strategy for long-term sustainability

What skills and resources could you bring to the committees you selected?

If nominated, would you be willing to serve in a future leadership role within the board as a committee chair or an officer? ☐ Yes ☐ No

Financial Commitment

Board members play a key role in raising funds for the Children's Attention Home. We commit to providing you with the necessary tools and information to be a vocal and visible ambassador for our work.

It is an expectation of board service that you:

- Introduce people in your sphere of influence to our work and mission
- Invite them to know and do more – as prospective volunteers, board members, donors, and staff

Additionally, every board member is expected to financially contribute at a level that is personally meaningful each year of board service.

Can you speak to your level of comfort with this expectation?

Other Information

Have you been recommended for board service at the Children's Attention Home? ☐ Yes ☐ No

If yes, by who? _____

Have you been convicted of any felonies other than minor traffic violations? ☐ Yes ☐ No

If yes, please explain:

All Board members are required to undergo annual criminal background checks.

References

Please provide three non-familial references that have known you at least one year and can attest to your personal character and reputation. These references will be contacted by members of the Board Development Committee.

Name	Phone	Email	Relationship

I certify that all information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misinterpretations are discovered, my application may be rejected and if I am offered volunteer service said service may be terminated at any time. In considerations of my volunteer service, I agree to conform to the agency's rules and regulations, and I agree that my volunteer service may be terminated, with or without cause, and with or without notice, at any time, at either my or the agency's option. Further, I hereby agree to hold harmless the Board of directors, staff, volunteers, and residents of the Children's Attention Home, Inc, from any civil or criminal liabilities arising from my volunteer service.

Applicant's Signature

Date

THANK YOU FOR APPLYING TO SERVE THE CHILDREN IN OUR CARE!