

## Board Member Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

E-mail Address: \_\_\_\_\_

What do you think are your strongest qualifications for being a member of the Board?

Describe your involvement with other groups, clubs, organizations, or other Boards:

Describe your work experience with agricultural workers, rural communities, and rural health care or social service delivery:

Describe why you would like to be a member of the Board:

Describe some of the activities you would like to accomplish:

Is there any additional information you would like to address that would help us evaluate your qualifications as a prospective Board Member:

Regularly scheduled Board Meetings are held once a month for approximately 2 hours. Special Committee Meetings are scheduled occasionally. Your willingness to commit yourself on a regular basis is most important.

Signature: \_\_\_\_\_

(Lack of experience in working with clubs, organizations, farmworkers would not affect your consideration. The purpose of these questions is to get to know you and your interests).

**JOB DESCRIPTION**  
**AGENCY BOARD MEMBER**  
**VOLUNTEER**

**PURPOSE OF POSITION**

Together, with other members of the Board, is legally and morally responsible for all activities of the agency. The Board is solely responsible for determining agency policy, approving program and contract budgets and determining the goals of the agency.

**KEY RESPONSIBILITY AREA: POLICY ADMINISTRATION**

*Specific Duties*

Establishes and/or continues the legal or corporate existence of the agency. Ensures that agency meets legal requirements for the conduct of the agency business and affairs. Responsible for adopting By-Laws and ensuring that the agency operates within them. Acts on proposed revisions to the By-Laws. Adopts policies, which determine the purposes, governing principles, functions and activities, and courses of action of the agency. Assumes ultimate responsibility for internal policies, which govern the agency.

**KEY RESPONSIBILITY AREA: EVALUATION**

*Specific Duties*

Regularly evaluates and reviews the agency's operations and maintains standards of performance. Monitors the activities of the agency, including: reviewing reports of appropriate committees; confirming, modifying, or rejecting proposals; counseling and providing good judgment on plans of committees or the Executive; and, considering, debating, and deciding issues.

**KEY RESPONSIBILITY: PUBLIC AND COMMUNITY RELATIONS**

*Specific Duties*

Gives sponsorship and prestige to the agency and inspires confidence in its services. Understands and interprets the work of the agency to the community. Relates the services of the agency to the work of other agencies and focuses on social reform and progress in the community as a whole.

**KEY RESPONSIBILITY: PERSONNEL**

*Specific Duties*

Selects, employs, and evaluates the Executive Director. Approves policies, which govern the administration of personnel. Participates in recruitment, selection, and development of board members, where primary responsibility for this activity is assigned to a nominating committee.

**KEY RESPONSIBILITY: FINANCE**

*Specific Duties*

Approves and monitors the corporate finances of the agency. Creates a financial climate for fulfilling the agency purpose. Sees that sufficient funds are available for the agency to meet its objectives. Authorizes and approves the annual audit. Responsible for all expenditures dealing with the facility, its improvements or purchase of additional land or buildings (unless a special committee has been designated for this purpose).

**MINIMUM JOB REQUIREMENTS**

A demonstrated interest in the agency's service goals.

Specific experience and/or knowledge in at least one element: administration, finance, personnel, program development, evaluation, public relations or communications.

Represent the private, public or low-income sectors of the population in the community.

Regularly attend at least one Board committee meeting, if possible.

Ability to commit up to 8 hours per month to Board-related activity. Members or their alternates who miss four consecutive Board meetings or are not involved in Board activities may be asked to resign.

Willingness to be engaged in some aspect of agency fundraising activities. Board Members are expected to donate an amount to the organization that is meaningful to them. This can be \$1 or more.

**OKANOGAN COUNTY COMMUNITY ACTION COUNCIL  
BOARD OF DIRECTORS**

**RECRUITMENT POLICIES & PROCEDURES**

*Revised and Adopted March 27, 2002*

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OCCAC Board Recruitment Policies & Procedures

Recruitment of new Board members will be the responsibility of the Board. The Executive Director or other staff may submit persons for consideration by providing a candidate's name to either the Personnel Committee or any Board member.

Board members will be responsible for making contact with all prospective candidates. The Board member making direct contact with a candidate will be considered that person's "sponsor" to the Board, and will provide the applicant with an application packet.

RECRUITMENT CONSIDERATIONS

The following considerations will guide the Board in its decision making process:

Maintaining an equal number of members in the three required sectors of representation: Private Sector, Public Sector and Low-Income Sector, and filling vacancies as they occur

Maintaining and increasing the Board's expressed need and desire for countywide geographic representation as well as diversity among members representative of the county's ethnic, cultural and social makeup. Every effort shall be made to fill vacancies with new members meeting these desires, however, these will not be limiting factors in seating otherwise qualified candidates

Maintaining and strengthening the Board's capacity by seating Board members that help fill recognized Board weaknesses. The Board will evaluate its needs in this regard on at least an annual basis.

SELECTION OF BOARD MEMBERS

The completed Board Member Application form will be submitted to the full Board by the candidate's "sponsor". This process is to assist the Board in determining (a) which representational category that person would serve, (b) the person's specific ability to help the Board meet its desire for diverse representation, and (c) the candidate's ability to assist in strengthening the Board's capacity or help fill a recognized area of weakness. The Board will consider staff input.

The Board will ask the candidate's "sponsor" to invite the candidate to the next regular Board meeting, or reject the candidate for membership.

The candidate is invited to attend the next Board meeting, where the "sponsor" will present the candidate to the Board, and allow for questions from Board members of the candidate. There

will be no action taken by the Board to select the new member at that meeting. If desired, the Board may go into executive session to more freely discuss the candidate.

The Board will vote at the next regular meeting on seating the prospective member. A simple majority vote will govern the decision.

The Board will notify the candidate of its decision by letter signed by the Board President.

In cases where a person is not chosen for membership, the Board President will thank the candidate in the letter for his/her interest in the organization, and potentially suggest other ways the person might assist the agency in our work.

#### SEATING OF NEW BOARD MEMBERS

Newly selected members of the Board will be seated at the next regular meeting of the Board following the vote.

Once the selection of the new member has been made, and the person is notified by letter, s/he will be listed on the Board Roster and begin receiving Board member materials from the agency.

The Executive Director and the “sponsor” shall make every effort to conduct a Board member orientation session prior to the new member’s first board meeting.

**OCCAC Decision Making**  
(Finalized June 4, 1999)

**Who should decide?**

<b>Goals, objectives, and workplan:</b>	
1. Defining organizational mission	Board
2. Setting overall organizational goals	Board
3. Setting measurable objectives/parameters	Board with Staff input
4. Developing workplan – how	Executive Director

(In general Board does strategic where and why; staff does how)

<b>Organizational:</b>	
5. Recruiting Board members	Board a) according to criteria b) with staff input thru ED
6. Recruiting organizational members	NA

<b>Program:</b>	
7. Formulating public positions	Board
8. Approving Legislative strategy	Board
9. Communicating publicly for the organization	Board member or delegate, ED or staff designated by ED. As long as public speech is within organizational goals, parameters and decisions.
10. Testifying for the organization	Same as #9 above.
11. Negotiating and approving compromises	ED with info to Board

<b>Budget planning:</b>	
12. Developing an annual budget	ED and staff
13. Developing an annual income plan and budget	ED and staff
14. Approving annual budget	Board approves “total annual budget” (bottom line total) only. ED can move line items around without going to board as long as within parameters of fiscal policy. Bottom line can be amended by board as new \$ become available.
15. Calling for reduction in spending (if projections are being missed by a lot)	ED (within parameters)* ED (outside parameters)*
16. Proposing increases in spending (if projections are being missed by a lot)	ED (outside parameters)* ED (outside parameters)*

\* Parameters should be in fiscal policy

ITEMS 17-24 NEED TO BE INCORPORATED INTO EXISTING FISCAL POLICY

<b>Fundraising:</b>	
17. Deciding on external funding strategies-goals	Board
18. Deciding on internal funding strategies	ED, staff
19. Writing proposals to external funders	ED, staff
20. Developing grant budgets	ED, staff
21. Preparing grant reports	ED, staff

<b>Financial Reporting:</b>	
22. Preparing financial statements	ED, staff
23. Reviewing financial statements (checking for reasonableness)	Board subcommittee, ED

<b>Managing Cash:</b>	
24. Preparing cash flow projections	ED, staff
25. Deciding who to pay first	ED, staff
26. Transferring cash between accounts	ED, staff
27. Authorizing small disbursements	ED, staff
28. Authorizing large or unusual disbursements	1 Board signature, 1 ED/staff
29. Writing checks	ED, staff



Dear Prospective Board Member,

Thank you for your interest in serving as a member of the Okanogan County Community Action Council (OCCAC) Board of Directors

All OCCAC Board members are expected to attend all regular and special board meetings, usually held on the last Wednesday of every month, in Okanogan in the early evening. Occasional committee meetings may occur as well but we make a concerted effort to conduct most business at the board meetings. Every effort is made to make meeting times convenient to board members' schedules.

Community Action was incorporated in 1965 to assist people in Okanogan County by increasing opportunities for low-income families to become self-sufficient. Now, over forty years later, we are recommitting ourselves to the task of involving the entire county in efforts to build local communities at all levels. Your participation in the effort will stimulate and challenge you by leading the agency into a new future. We hope that you will join us!

For your information, all Board members, in their capacity while acting for the agency, have insurance coverage to protect against liability for actions taken in good faith. In addition, transportation costs for Board members who live some distance from Okanogan are reimbursed for attendance at board meetings.

We hope that you can attend the next regular board meeting and get to know us better. All of us at Community Action are available to answer any questions you might have.

Thank you for your interest. We hope you'll seriously consider joining the Okanogan County Community Action Council team!

Sincerely,

Lael Duncan, Executive Director  
for the OCCAC Board