

WHAT DOES BOARD SERVICE ENTAIL?

How the three main roles of the board relate to the 10 basic responsibilities of nonprofit board members:



The three legal duties of a nonprofit board member:

Care

Pay attention to the organization's activities and operations

Loyalty

Put the interests of the organization before personal and professional interests.

Obedience

Comply with applicable federal, state, and local laws; adhere to the organization's bylaws; and remain the guardians of the mission.

How current boards rate themselves on the ten basic responsibilities:

Responsibility	CEO	Chair
<input checked="" type="checkbox"/> Mission	A-	A-
<input checked="" type="checkbox"/> Financial Oversight	B+	B+
<input checked="" type="checkbox"/> Legal/Ethical Oversight	B+	B+
<input checked="" type="checkbox"/> CEO Support	B	B+
<input checked="" type="checkbox"/> Strategy	B-	B
<input checked="" type="checkbox"/> CEO Evaluation	B-	B
<input checked="" type="checkbox"/> Monitors Performance	B-	B
<input type="checkbox"/> Community Relations	C+	C+
<input type="checkbox"/> Board Composition	C	C+
<input type="checkbox"/> Fundraising	C	C

Sources: [Board Fundamentals](#), [Ten Basic Responsibilities of Nonprofit Boards](#), [Leading with Intent](#), [Legal Responsibilities of Nonprofit Boards](#)



Olalla Center Governing Board Member Application

PERSONAL INFORMATION

Name:

Address:

Phone:

Email:

Employer and Position (*if applicable*):

Education (*Institution and Degree*):

EXPERIENCE

Please list your last three volunteer experiences or leadership roles, e.g., on boards, committees and organizations (business, civic, community, fraternal, political, professional, recreational, religious or social):

Organization

Role/Title

Dates of Service

Please list notable achievements in your service to above organizations:

KNOWLEDGE, SKILLS, INTERESTS

Please mark the skills and/or interests you would bring to our board:

Accounting	Administration	Banking
Business Management	Campaign Planning	Child Development
Community Service	Education/Instruction	Event Planning
Fundraising	Grant Writing	Human Resources
Information Technology	Law/Legal Issues	Leadership Development
Marketing/Social Media	Mental/Behavioral Health	Nonprofit Experience
Outreach/Advocacy	Policy Development	Program Evaluation
Public Relations	Reading Financials	Real Estate
Strategic Planning	Web Design	Other (List below)

Comments:

Time Commitment: The Olalla Center Board meets on the 2nd Wednesday of the month from 3-4:30 pm at the Olalla Center. You are expected to review your Board packet prior to the Board meeting and be prepared to discuss included items. (Date and time change from time to time as needed by the board.)

Are you able to meet that time commitment, at minimum? Yes No

Are you able to commit additional time to participate in committee work or activities? Yes No

SUPPLEMENTAL QUESTIONS

- 1) Do you foresee any conflict of interests serving on the Board? Yes No If yes, explain:

- 2) If you were to join our Board, are there any experiences you'd like to have as a board member or people you'd like to meet (e.g., training in Board governance, advocacy for our mission, county leaders, statewide collaboration)?

- 3) What does equity mean to you?

- 4) Do you have any concerns about joining the Board?
- 5) What interests you about serving on the Olalla Board?
- 6) Is there anything you think you would need from the organization to make this experience a successful one for you?
- 7) As Olalla seeks funds through foundation grants, individual donations, and fundraising activities, the organization expects its Board members to support its fundraising efforts by making a financial contribution to the Olalla Center annually, in whatever amount is meaningful to the individual board member. Is this something that you can commit to? Yes No
- 8) Do you represent a specific population (e.g., parents, social services, veterans, law enforcement, business, LGBTQ, children)? Yes No If yes, indicate:

Signature

Date

Term of Service: Elected to the Olalla Center Board of Directors at regular meeting on _____.

Position: _____

Term: _____



Board Member Expectations

1. Attend all board meetings and come prepared to participate.
2. Know the organization's mission, purpose, goals, policies, programs, services, strengths, and needs.
3. Prepare for and conscientiously participate in board and committee meetings, including appropriate organizational activities when possible.
4. Act as an ambassador for the organization when in public, speaking only with one voice outside of board room.
5. Faithfully read and understand the organization's financial statements and otherwise help the board fulfill its fiduciary responsibility.
6. Avoid prejudiced judgments on the basis of information received from individuals. Urge staff members with grievances to follow established policies and procedures through their supervisors.
7. Advise the Executive Director and the Board President of all significant matters that come to your attention.
8. Volunteer outside of board role when appropriate.
9. Suggest to the appropriate committee possible nominees for board membership who would make significant contributions to the board and the organization.
10. Serve in leadership positions and undertake special assignments willingly and enthusiastically.
11. Follow trends in the organization's field of interest and keep informed.

Board Member Signature

Date



Board Member Pledge

As a member of the Olalla Center Board of Directors, I pledge to carry out this agreement to the best of my ability and to trust and encourage my fellow board members to do the same.

1. I am responsible for the stability and development of the Olalla Center. As a member of the governing board, I pledge to help carry out the mission of the organization.
2. I am responsible to review, approve, and monitor the annual budget.
3. I am responsible to take an active role in fundraising for the organization.
4. I am responsible to understand the legal aspects of the organization and to ensure proper insurance coverage and policies are established and to monitor implementation of these policies.
5. I agree to give annually what is for me a substantial financial donation.
6. I understand that board service will involve a commitment of my personal time, talent and energy.
7. I will be active on one or more committees.
8. I understand that my attendance at board and committee meetings is crucial to the progress of the organization and will commit to be present 80% of the time.
9. I understand that the day-to-day operation of the organization is the responsibility of the Executive Director and her staff.
10. I agree to keep confidential any sensitive information shared at board or committee meetings or in conversation with staff or other board members.

Signature

Date