

Application for Riverhouse Children's Center Board Membership

Thank you for your interest in serving as a member of the Board of Directors for the Riverhouse Children's Center for a two-year term. The responsibilities of the position are listed on the back of this application. **Applications are accepted on an ongoing basis. Applicants will be called for an interview.**

Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____ E-mail _____

Relevant experience and/or employment (attach a resume if relevant)

What interests you specifically about Riverhouse Children's Center?

Area(s) of expertise/contributions you feel you can make.

Other volunteer commitments.

I understand the responsibilities expected of Riverhouse Children Center's board membership.

Signature _____ Date _____

RETURN TO:

Riverhouse Children's Center

Attn: Board Applications

495 Animas View Drive

Durango, CO 81301



Riverhouse Children's Center Board Member Job Description

General: A Board Member is responsible for working with other board members to oversee the organization. This responsibility includes following the mission, making plans and decisions, funding, delegating, leading, and follow-up.

Specific Responsibilities:

- Understands RHCC and its mission.
- Represents and interprets RHCC to the community.
- Attends all board meetings and retreats from call-to-order to adjournment.
- Participates actively in board discussions, decision-making, policy setting, creating procedures, setting a budget, fundraising, and expense control.
- Works in partnerships with staff, board, and volunteers; supports and participates on teams and in programs and projects.
- Assumes leadership positions in events and activities; and attends team meetings which involve planning and decision-making.
- Takes responsibility for follow-up and completion of tasks within accepted assignment.
- Shares special talents or skills by training new board members, staff, or volunteers.
- Contributes financially to RHCC, according to means.
- Participates in hiring, evaluating, and supporting Executive Director.

Special Qualifications:

- Knowledge of, interest in and willingness to support the mission and goals of RHCC.
- Ability and willingness to make policy, set goals, plan projects, track progress, and follow-up to completion.
- Ability to make decisions in a group.
- Ability and willingness to facilitate, lead, organize and work with volunteers.
- Initiative, integrity, openness, and sensitivity.
- Ability to and willingness to give freely of spare time to work at or participate in the events sponsored by RHCC.

Funding Duties

- The Board of Directors has financial responsibility for the organization, assuring that RHCC has adequate financing and that RHCC funds are used wisely.
- No programs or projects shall be approved nor policy set without provision of funding necessary to carry it out.
- The Board of Directors monitors spending priorities and directions, leaving day-to-day spending details to the Executive Director.

Working with the Executive Director

The Board of Directors has responsibility to:

- Choose the Executive Director.
- Describe the Executive Director's job and set clear organizational direction.
- Provide adequate compensation for the work performed.
- Allow the Executive Director to manage the organization, supervise and evaluate the staff, and make day-to-day decisions without interference.
- Maintain clear, direct communication with the Executive Director.
- Expect regular feedback from the Executive Director.
- Evaluate the Executive Director's job performance annually.

OVERVIEW: Role of the Board of Directors

1. Determines the organization's mission and purpose.
2. Sets and approves policies of the organization, and engages in strategic planning.
3. Selects and supports the executive director, and assesses performance.
4. Has general oversight of the agency but not general day-to-day operations.
5. Approves the organization's programs and services and ensures the agency's programs match the mission.
6. Contributes financially to the organization.
7. Raises money from external sources.
8. Ensures effective fiscal management.
9. Carefully selects and orients new board members.
10. Understands relationship between staff and board. Board approaches executive director rather than staff.
11. Enhances the organization's public image through advocacy on behalf of the organization.
12. Ensures sound risk management policies.

OVERVIEW: Role of the Executive Director

1. Oversees design and delivery of programs, products and services.
2. Recommends yearly budget for Board approval and prudently manages organization's resources.
3. Effectively manages the human resources of the organization, including the hiring, supervision, evaluation and termination of employees.
4. Assures a positive image of the organization and its mission, programs, products and services to all stakeholders.
5. Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation.
6. Supports the Board and its teams.
7. Participates in Board discussion but does not vote.

Taken from resources from the National Center for Nonprofit Boards.

A Checklist for Individuals Considering Board Membership

Questions Prospective Board Members Should Ask

Serving as a board member is one of the most challenging and rewarding of volunteer assignments. While appointment or election to a board is an honor, board members have important legal and fiduciary responsibilities that require a commitment of time, skill, and resources. Prospective board members do themselves a service and show that they are serious about the commitments they make by asking some basic questions before joining an organization's board. You can find the answers from the board member who issues the invitation to join; the chief executive of the organization; the board chairperson; other board members, current and former; or written materials. Long-time board members might also benefit from an organization review that answers these questions.

Ask questions about the organization's programs

- What is the organization's mission?
- How do its current programs relate to the mission?
- Can I visit the organization to observe a program firsthand?
- Does the organization have a strategic plan that is reviewed and evaluated on a regular basis?

Ask questions about the organization's financial status

- Is the financial condition of the organization sound?
- Does the board discuss and approve the annual budget?
- How often do board members receive financial reports?

Ask questions about the organization's clients or constituencies

- Whom does the organization serve?
- Are the organization's clients or constituencies satisfied with the organization?

Ask questions about the structure of the board

- How is the board structured?
- Are there descriptions of the responsibilities of the board as a whole and of individual board members?
- Are there descriptions of board committee functions and responsibilities?
- Who are the other board members?
- Is there a system of checks and balances to prevent conflicts of interest between board members and the organization?
- Does the organization have directors and officers liability coverage?

Ask questions about individual board members' responsibilities

- What are the ways that you think I can contribute as a board member?
- How much of my time will be required for meetings and special events?
- How are committee assignments made?
- What orientation will I receive to the organization and to the responsibilities of board service?
- Does the organization provide opportunities for board development and education?
- What is the board's role in fund-raising?
- Will I be expected to make a specific annual financial contribution?
- What role will I play in soliciting donors?

Ask questions about the board's relationship to the staff

- Is the board satisfied with the performance of the executive staff?
- How do board members and senior staff typically work with each other?

Evaluate Your Interest in Serving on the Board

Once you are satisfied with the information you have received, it is time to evaluate your own interest in serving on the board. Ask yourself the following questions:

- Am I committed to the mission of the organization?
- Can I contribute the time necessary to be an effective board member?
- Am I comfortable with the approach and tone of the organization's fund-raising efforts?
- Can I contribute financial support consistent with the organization's expectations of board members and with my own means and priorities?
- Can I place the organization's purposes and interests above my own professional and personal interests when making decisions as a board member?