



APPLICATION FOR BOARD MEMBERSHIP

Name _____

Address _____ City _____ State _____ Zip _____

Business Phone _____ Home Phone _____

Cell Phone _____ Fax _____

Email Address _____

Job Title/Profession _____

Education _____

Professional and Business Activities _____

Community and Civic Involvement _____

Are you currently a member of another Board of Directors? Yes No

Please list _____

Have you served in a leadership capacity with other not for profits? If yes, with what organizations and in what capacities? _____

Have you been involved with Girls Inc in the past? Yes No

In order to help Girls Inc maintain a well-rounded Board in terms of skills, talents, and diversity, please check all Areas of Expertise that apply to you:

- | | | |
|--|---|--|
| Education/Training <input type="checkbox"/> | Information Technology <input type="checkbox"/> | Finance/Investments <input type="checkbox"/> |
| Technology <input type="checkbox"/> | Fundraising <input type="checkbox"/> | Special Events <input type="checkbox"/> |
| Human Resources <input type="checkbox"/> | Marketing <input type="checkbox"/> | Community Knowledge <input type="checkbox"/> |
| Non-profit Governance <input type="checkbox"/> | Community Relations <input type="checkbox"/> | Other _____ |
| Legal <input type="checkbox"/> | Government Relations <input type="checkbox"/> | |

Demographics (optional) Please check those that apply to you:

- | | |
|--|---------------------------------------|
| Caucasian <input type="checkbox"/> | Age under 35 <input type="checkbox"/> |
| Person of color <input type="checkbox"/> | Age 35-55 <input type="checkbox"/> |
| Other _____ | Age 55+ <input type="checkbox"/> |

Please provide two references with contact information:

Please provide your LinkedIn URL or a resume: _____

Signature _____ Date _____

Digital Signatures are acceptable





BOARD MEMBER AGREEMENT

I, _____, understand that as a member of the Board of Directors of Girls Incorporated of Pinellas, I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

AS PART OF MY RESPONSIBILITY AS A BOARD MEMBER

1. I will know and effectively articulate the mission, purpose, goals, policies, and programs of Girls Incorporated of Pinellas to the community, represent the organization, and act as a spokesperson.
2. I will commit time, thought, and effort to Girls Incorporated of Pinellas and participate in establishing and enforcing organizational policies. Active Board Participation is 4-8 hours monthly, with increased participation during times of major fundraising events.
3. I will attend at least 75% of regular Board meetings (fourth Tuesday every month from 5:00pm-6:30pm).
4. I will attend as many Board trainings, which are offered throughout the year, as possible.
5. I understand and accept my fiduciary responsibility to ensure Girls Incorporated of Pinellas' financial accountability.
6. I understand that Board members are encouraged to contribute a minimum of \$1,000 annually in order for Girls Inc of Pinellas to qualify at the partner level of Champions for Girls Society, an initiative through Girls Inc national and solicit a minimum of \$5,000. This financial contribution can include sponsorships.
7. I will make a personal donation each calendar and fiscal year.
8. The board will decide what their annual collective fundraising goal will be.
9. I will serve on at least one Board committee (Finance, Governance, and Fund Development), attending at least 75% of meetings and actively participating.
10. I agree to a term of service as outlined in the most recent bylaws.
11. I will support and advise the Executive Director as appropriate.
12. I will participate actively in assessing Girls Incorporated of Pinellas performance and setting its strategic goals and objectives.
13. I will act in the best interests of the organization and avoid conflicts of interest. I will fully disclose actual or potential conflicts of interest and excuse myself from discussions and votes on any issues where I have an active or potential conflict of interest.
14. I will stay informed about the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies and other board matters.
15. I will work in good faith with staff and other board members as partners towards achievement of our goals and will maintain confidentiality of all Girls Incorporated of Pinellas board meetings.
16. Failure to adhere to the above may result in my removal from the Board.

My term of service begins on _____, ____ and is completed on Sept 30, _____
(month) (day)





BOARD MEMBER POSITION DESCRIPTION

PURPOSE

The Girls Inc. Board of Directors plays critically important roles in partnering with the executive team to help the organization fulfill its mission, reach its goals, secure its long-term financial foundation, and flourish. Like all parts of Girls Inc., the Board is accountable for doing its share. This starts with an understanding and agreement of the Board roles and responsibilities. The Board sets broad policies and goals and is responsible for fulfilling its fiduciary duties to Girls Inc., as more fully discussed below.

THE FULL BOARD'S RESPONSIBILITY

1. Governance

- Sets the "tone at the top" by ensuring that an ethical culture of trust, honesty and integrity is promoted throughout Girls Inc.
- Oversees the conduct of Girls Inc.'s business and strategic plans and ensures Girls Inc. is being properly managed in accordance with its mission.
- Provides important fiscal oversight, including reviewing and approving an annual budget and significant changes in the organization's auditing and accounting principles and practices.
- Selects, supports, regularly evaluates, sets the compensation of, and, where appropriate, replaces the Executive Director ("ED"), and plans for succession.
- Assesses the Board's performance; develops current and future Board members; plans for Board leadership succession and monitors its governance practices.

2. Strategy

- Partners with the ED and senior management to envision, prepare, and plan for the future.
- Regularly re-visits mission to ensure need and relevance.
- Sets strategy and challenges status quo, when appropriate.
- Brings fresh perspective and needed expertise.

3. Fund Development

- Reviews and approves Girls Inc.'s fundraising and development plans, budgets and actions to ensure adequate current and long-term resources for mission execution.
- Supports fundraising and development plans, individually and collectively.
- Ensures 100% of the Board supports Girls Inc. financially.
- Provides access to new sources of organizational support.

4. Other Expectations

- Meet at least six times per year.
- Maintain minutes of Board and committee meetings.

INDIVIDUAL BOARD MEMBER'S DUTIES:

- Be committed and dedicated to the mission of Girls Inc. and its programming
- Be knowledgeable about Girls Inc., its history, programs and strategic plan

- Attend Board meetings and other activities, including special events and board retreats
- Come to Board meetings well-prepared and well-informed about issues on the agenda
- Accept responsibility and share power in order to work as a productive, cooperating Board member
- Contribute to Board meetings by expressing individual point of view
- Consider other points of view, make constructive suggestions, and help the Board make decisions that benefit those Girls Inc. serves
- Support in a positive manner all actions taken by the Board even when in a minority position on such actions
- Make Girls Inc. among top three charities
- Support Girls Inc. through a personal stretch financial contribution
- Assist with fundraising strategies, including leveraging personal relationships with others (including corporations, professional service firms, foundations, individuals and governmental agencies).
- Assist with introductions to, cultivation of and stewardship of current donors and future prospects
- Actively serve on at least one committee
- Represent Girls Inc. and advocate for its mission to individuals, the public, and other organizations
- Comply with the Girls Inc. Conflict of Interest Policy
- Assume Board leadership roles when asked
- Develop individual plan for fulfilling Board work and responsibilities

BOARD FIDUCIARY DUTIES ARE COMPOSED OF DUTY OF CARE, LOYALTY, AND OBEDIENCE:

- **Duty of care** requires that Board members act in good faith, with the care an ordinary prudent person in a like position would exercise under similar circumstances and incorporate the basic attributes of common sense, practical wisdom, and informed judgment;
- **Duty of loyalty** includes the undivided loyalty of Board members and requires that they act in a manner they reasonably believe to be in the best interest of the organization; and
- **Duty of obedience** requires that Board members act within the organization's purpose and ensures that its mission is upheld and perpetuated.

CONFIDENTIALITY:

Pursuant to their fiduciary duties of loyalty, care, and obedience, Board members have an obligation to keep confidential all non-public information obtained by a Board member that relates to Girls Inc.'s business. Board members must not use or disclose such information to any person or entity during or after service, except with written authorization of the Board or as may be otherwise required by law or regulation.

INTERACTION WITH MEDIA AND OTHERS:

In most situations, the ED speaks on behalf of Girls Inc. with donors, employees, clients, suppliers, the media, and others. The President of the Board is the spokesperson of the Board. Other Board members should not communicate with representatives of the media unless duly authorized by the President of the Board or the ED.

TENOR OF BOARDROOM DELIBERATION:

Achieving an atmosphere in which full and frank discussion can thrive, and consensus can ultimately be reached, can be a challenge. Within the context of their fiduciary duties, Board members should seek to participate and express disagreement in an open and collegial manner, with developing consensus and resolution as the goal.