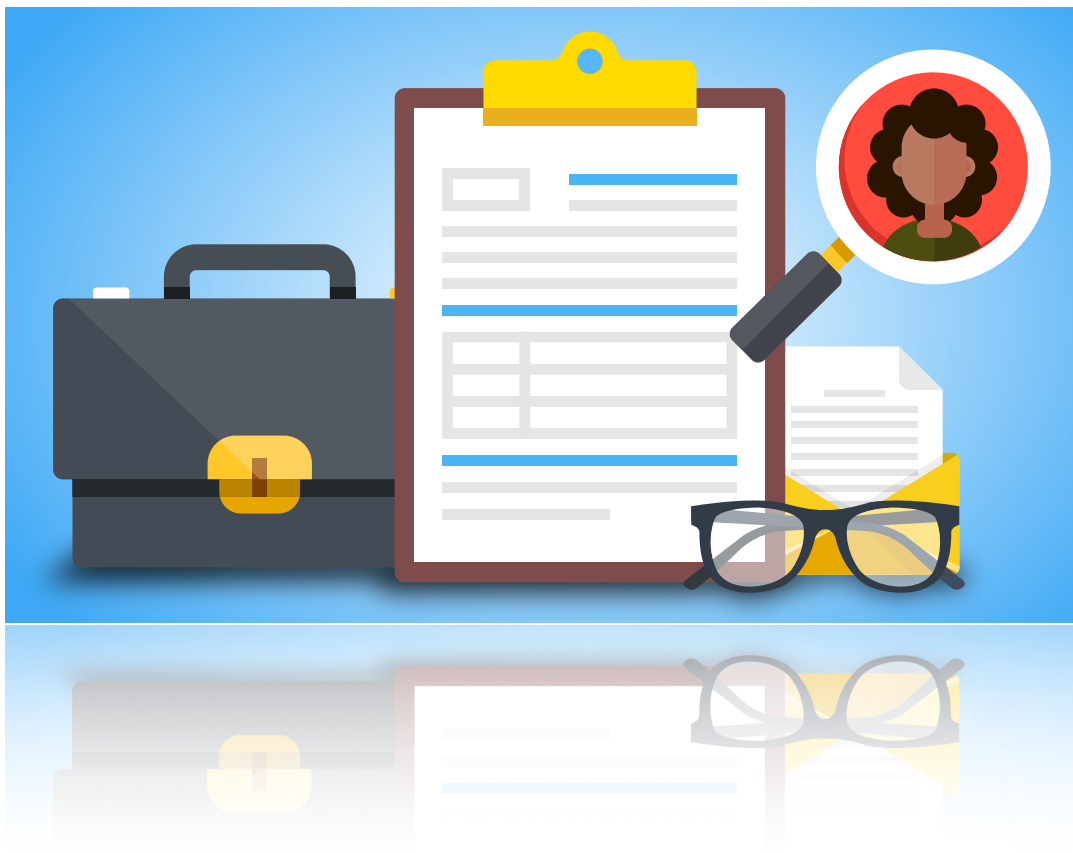


# Sample Board Member Application

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# BOARD MEMBER APPLICATION / QUESTIONNAIRE TEMPLATE

On behalf of everyone here at \_\_\_\_\_, thank you so much for your interest in board service. We know that those with an interest in being a leadership volunteer have many choices. In our community, there are an array of remarkable organizations engaged in the important work of making our world a better place. We are humbled knowing that you are interested in us.

The following application offers us an opportunity to know more about you, your skills, attributes and what you would bring to our board. It also gives you a sense of what matters to us in any board candidate.

The goal of our process is to determine if we are a good fit for each other – your level of commitment and ability to deliver on our expectations so that we are confident that you can help us to increase the scope and impact of our work. On the other side, we want to know what motivates you and how you think about our organization so that we can help to create an excellent board experience for you.

Thank you again for your interest in our work and for taking the time to complete this application with thought and care. We look forward to reviewing it with that same level of thought and care and to continuing our conversations.

## PERSONAL INFORMATION

- Name
- Address
- Home Number
- Work Number
- Mobile Number
- Email Address
- Employer
- Employer Address
- Type of Business / Organization
- Preferred Method of Contact: ( ) Work ( ) Mobile ( ) Home

## VOLUNTEER EXPERIENCE

### Past and Present Membership:

Boards, committees, task forces in the public sector (business, civic, community, religious, political, professional, recreational or social)

| Organization | Role/Title | Date of Service |
|--------------|------------|-----------------|
|              |            |                 |
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### Other Volunteer Experience:

## **WHY?**

Those committed to volunteering in a leadership capacity have an abundance of organizations to choose from. We are most appreciative of your interest in ours and would like to hear more. Why our organization and not any other? Please share your motivation and what it is about our work that has led you to raise your hand to be a leading ambassador for us.

## **OUR WORK**

What excites you about the work of your organization?

What do you see as 1-2 challenges and 1-2 opportunities for us in the next few years?

**SKILLS / EXPERTISE**

Please mark the skills and expertise you will bring to us that will strengthen our board and enhance the ability of our organization to deliver on its mission.

|  |   |  |   |  |                             |
|--|---|--|---|--|-----------------------------|
|  | Public Relations                        |  | Reading /<br>Understanding<br>budgets and<br>balance sheets |  | Public Policy /<br>Advocacy |
|  | Legal Expertise                         |  | Public Speaking /<br>Presentations                          |  | Accounting                  |
|  | Event Planning                          |  | HR /<br>Administration                                      |  | Strategic<br>Planning       |
|  | Social Media                            |  | Marketing   |  | Web Design                  |
|  | Fundraising                             |  | Grant Writing   |  | Information<br>Technology   |
|  | Professional<br>Nonprofit<br>Experience |  | Facilities  |  | Real Estate                 |
|  | Financial investment<br>Management      |  |   |  |                             |

**[NOTE: ADD ANY OTHER SKILLS OR EXPERTISE THAT WOULD BE IMPORTANT FOR YOUR PARTICULAR ORGANIZATION.]**

## ATTRIBUTES

A board is more than a collection of individuals. It is an entity that governs, approves strategy and engages in robust discussion and debate on relevant issues. It must act as a single entity. As such, the personality traits you bring to the board will help us to ensure that we have a diversity of personality styles and traits that, when added to our current board members, will enhance the ability of the board members to work together as a governing body.

- Collaborative
- Respectful of varying points of view
- Willing and able to lead a discussion
- Facilitative style
- Enthusiastic
- Comfortable speaking in front of groups
- Manages time well
- Optimistic
- Responsive
- Strong work ethic
- Good sense of humor
- Asks tough questions with respect

**NOTE:** ADD TO THIS LIST OTHER ATTRIBUTES YOU BELIEVE ARE KEY TO YOUR BOARD'S SUCCESS

## FUNDRAISING

Among other responsibilities, board members play a key role in raising funds for our organization. It is an expectation of board service that you will introduce people in your sphere of influence to our work and invite them know and do more – as prospective volunteers, board members, staff and as donors. Our organization commits to providing you with the information and tools necessary for you to stand as a vocal and visible ambassador for our work.

Further, we expect every board member to make an annual financial commitment for each year of board service <**language can range from “at a level you are comfortable with.” OR “that represents one of the most significant donations you make each year.” OR. “Our minimum board gift is \_\_\_\_\_.”>**

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

## **TIME**

Board service is a true commitment of time and energy. We estimate that board service could be a commitment of \_\_\_\_\_ to \_\_\_\_\_ hours each month. In addition, we ask for \_\_\_\_\_ **(note – attendance at special events, etc. – whatever is unique to your org)**

Do you have any concerns or potential conflicts that may serve as impediments to this time commitment? If so, how will you manage the demands on your time?

**OTHER**

Who recommended you for board service?

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Have you ever been convicted, plead guilty or plead no contest to a crime? (If yes, please explain)?

Please identify at least two references we can speak with.

| Name | Relationship | Best Contact<br>(Phone or Email) |
|------|--------------|----------------------------------|
|      |              |                                  |
|      |              |                                  |
|      |              |                                  |
|      |              |                                  |

**RESUME**

Please attach your most recent resume and / or professional bio.