

Board of Directors Candidate Application

Date _____

Name _____
 First MI Last Nickname

Residence

Address _____
 County _____ Phone _____
 Cell Phone _____ E-mail _____

Employer

Name _____
 Your title _____
 Address _____
 Phone _____ Cell Phone _____
 E-mail _____
 Type of business or organization _____
 Primary service(s) and area/population served _____

Preferred method of contact () Work () Residence

Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious, and social).

| Organization | Role/Title | Dates of Service |
|--------------|------------|------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Education/Training/Certificates

Skills, experience and interests (Please circle all that apply)

- | | |
|----------------------------------|------------------------|
| Finance, accounting | Education, instruction |
| Personnel, human resources | Special events |
| Administration, management | Grant writing |
| Nonprofit experience | Fundraising |
| Community service | Outreach, advocacy |
| Policy development | Other _____ |
| Program evaluation | Other _____ |
| Public relations, communications | Other _____ |

Please list any groups, organizations or businesses that you could serve as a liaison to on behalf of North Central WV Community Action Association Inc.

How do you feel North Central WV Community Action Association Inc. would benefit from your involvement on the Board?

What Sector of the Board would best fit you, as described below?

(Please check all that apply)

_____ **Low-Income Sector:** Must be willing to provide verification of gross household income that is at or below 80% of Area Median income for the county that you want to represent (please reference <http://www.efanniemae.com/sf/refmaterials/hudmedinc/> to see local Area Median Incomes or contact your local North Central WV Community Action Association Office for assistance).

_____ **Private Sector:** Should be a person who represents business, religion, education, law enforcement, legal, labor, and other professions.

_____ **Public Sector:** Both the elected and the appointed public officials selected to serve on the board shall have general governmental responsibilities which require them to be involved with poverty related matters.

What region are you interested in representing?

*You must reside in one of the counties listed within the region(s).

_____ Region I – Monongalia, Marion, and Taylor Counties.

_____ Region II – Greenbrier, Pocahontas, and Randolph Counties.

_____ Region III – Preston, Tucker, and Barbour Counties.

Please tell us anything else you'd like to share.

Thank you very much for applying

NORTH CENTRAL WV COMMUNITY ACTION ASSOCIATION, INC.
JOB DESCRIPTION: BOARD MEMBER

Requirements

Members must be residents of the Region they represent. The exception to this requirement is the Policy Council Representative. All Board members shall be required to sign a Conflict of Interest statement.

Responsibilities

- The Board of Directors governs and directs the affairs of the agency consistent with the Articles of Incorporation and the By-Laws.
- As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.
- Included as one of the primary functions of the Board is to recruit and/or hire the Executive Director or Chief Executive Officer for the agency.
- Basic functions include:
 - Define the vision and the mission of the agency.
 - Set the goals and select the strategies that will enable the agency to achieve the desired future.
 - Ensure that agency finances are properly secured and that resources are properly mobilized.
 - Manage the relationship of the Board to several key constituencies, including: low-income people, elected officials, other human services organization, other community and collaborating groups, and funding entities.
 - Monitoring the Board's performance in meeting time schedules, accomplishing tasks, achieving goals, and corporate solvency.

Terms of Office

A. Term Limits: Members of the Board of Directors of the Agency shall serve subject to the following term limitations:

- 1. Head Start Policy Council Member:** The Head Start Policy Council shall select one (1) member of the Board of Directors who shall serve for a one-year term, which begins in December of each year. The member may serve on the Board of Directors for additional years,
- 2. Sector I Members:** Each Region shall have at least one (1) Sector I (Elected Official) standing member of the Board, who shall serve an initial two-year term. Subsequently, all Sector I standing members shall serve three-year terms.
- 3. Sector II Members:** Each Region shall have at least one (1) Sector II (Private Sector) standing member of the Board, who shall serve an initial three-year term. Subsequently, all Sector II members shall serve three-year terms.
- 4. Sector III Members:** Each Region shall have at least one (1) Sector III (Low Income Sector) standing member of the Board, who shall serve an initial one-year term. Subsequently, all Sector III members shall serve three-year terms.