



SOLANO HELP, INC. *Board of Directors Application*

Thank you for your interest in serving on the Board of Directors of Solano HELP, Inc. On behalf of the Board, we wish to invite you to submit an application for board membership. Please write legibly or print to ensure we can read the completed application.

The Board of Directors of Solano Help, Inc. is a working board. For this reason, we are asking you to apply for the position by answering a few questions.

Name: _____ Home Telephone: _____

Work Phone: _____ Cell Phone: _____

Address: _____

Occupation: _____ Email: _____

1) Why do you want to join the Board of Directors for Solano HELP, Inc.?

2) Please check the skills you can contribute to our board:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> accounting | <input type="checkbox"/> education | <input type="checkbox"/> community relations | <input type="checkbox"/> volunteer at organization |
| <input type="checkbox"/> outreach | <input type="checkbox"/> planning | <input type="checkbox"/> management | <input type="checkbox"/> advocacy |
| <input type="checkbox"/> fund raising | <input type="checkbox"/> technology | <input type="checkbox"/> marketing | <input type="checkbox"/> knowledge of service |
| <input type="checkbox"/> Special events | <input type="checkbox"/> public speaking | | |

3) On what other boards have you served?

4) In what other charitable or community activities have you participated?

5) Please list any Boards on which you have served or currently serve.

6) What information and or knowledge might you have regarding our organization? Who nominated you to the Board of Directors of Solano HELP, Inc.? How were you recruited?

7) With adequate support and training, are you willing to help with fundraising? Please tell us a little about your past experiences involving fundraising.

Solano HELP, Inc. has five standing committees:

Executive Committee: The Executive Committee shall function on behalf of its Board of Directors in emergencies and/or interim situations. The Executive Committee can exercise all the power given to the Board except the right to make Bylaw changes.

Finance Committee: The Finance Committee's chief responsibility is to oversee the agency's finances and assets, including the allocation of its total resources. With assistance from the Board Treasurer and Executive Director, it prepares the organization's annual budget for approval by the Board. The committee should see that a monthly (or at least a quarterly) financial statement is presented to the Board. It must ensure that the agency's book-keeping practices are in accord with standard accounting procedures for non-profits and that its financial records are accurate.

Program Service Committee: The Program Services Committee focuses on how the organization can continually best serve identified community needs and evaluates current programs.

Resource Development: The Resource Development Committee focuses on fund development and is responsible for recommending an annual strategy of fund development to the Board of Directors. This Committee shall also develop an annual fundraising plan.

Nominating Committee: The Nominating Committee is responsible for maintaining a current file of prospective Board members. This enables Solano HELP, Inc. Board members to bring a list of carefully-selected nominees to the Board whenever a vacancy occurs. Additionally, the Nominating Committee provides orientation to new Board members, arranges annual Board planning retreats or other Board education programs, and alerts Board members to other volunteer training in the community.

8) On which committee would you most want to serve?

9) Would you consider working on a board committee if you are not able to serve on the Board of Directors? _____ If yes, which committee? _____

10) When would you be available to begin your board service? _____

NOTE: Once your completed application is received and reviewed, the Chairman of the Board of Directors of Solano HELP, Inc. will contact you. If you have questions about this application or our process, please feel free to contact Ms. Seretha Jefferson at (707) 399-4259. Please note that our search for new board members is an ongoing process with no deadlines.

Meanwhile, we thank you for considering service as a Board of Director to Solano HELP, Inc. and for all the work you have done in the name of advocacy and resolving at-risk behaviors and health issues that impact our community.