



# Board of Directors Overview

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## *Candidate Introduction & Application*

Updated: April 2, 2018

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## BOARD OVERVIEW

### Role of the Board

Our Board is intended to function as an administrative board. That is, it's primary function is that of fiduciary oversight on behalf of the community we serve and our financial supporters. While board members typically involve themselves in select Blue Ridge Pride activities, they do so outside their board role and under the leadership of the Executive Director.

There are no explicit fundraising requirements of board members. We assume that board members will find ways to demonstrate their commitment to the team's mission.

**Table 1. Key Board Responsibilities**

Responsibility	Board Duties
<b>Mission &amp; Purpose</b>	Oversee evolution of mission, purpose, and constituents served.
<b>Programs &amp; Services</b>	Oversee development and performance of programs. Ensure that they are consistent with mission.
<b>Resources</b>	Ensure that the organization is adequately resourced to pursue its mission.
<b>Planning</b>	Participate in overall planning process. Assist in implementing and monitoring plan.
<b>Financial Oversight; Controls</b>	Review annual budget. Ensure that proper controls are in place.
<b>Ethics, Integrity, Accountability</b>	Ensure adherence to legal standards and ethical norms.
<b>Public Standing</b>	Garner support from the community.
<b>Chief Executive</b>	Select, support and assess the Executive Director.
<b>Board Development</b>	Articulate candidate criteria; orient new members; evaluate own performance.

### Board Structure and Roles

Members are elected to serve a three-year term. They may serve a maximum of six consecutive years.

There are four formal roles on the Board Executive Committee: President, Vice President, Treasurer and Secretary.

Beyond this, Board Members may be assigned to serve as board liaison to key Blue Ridge Pride Programs (e.g., Events & Operations; Advocacy & Education). Board Program Liaisons...

- Serve as the primary point of contact between the board and the rest of the organization with respect to that program.
- Monitor the development and performance of the program.
- Advise and support the team, especially with respect to policy and planning.
- Escalate issues to the rest of the board.

### Board Meetings / Time Commitment

The board meets once a month for two hours (currently, the 2<sup>nd</sup> Monday of each month, from 6:00 to 8:00 pm). Board members are expected to attend a minimum of ten meetings a year (with two absences excused by the President).

The time commitment can vary considerably, depending on a board member's appetite for getting involved in specific activities.

Here are some guidelines:

- Board Meetings: 2 hours per month
- Board Communications / Meeting Pre-reads / 1-2 hours per month
- Team Liaison: 1-2 hours per month
- Volunteering: Board members are required to volunteer for the annual festival and to attend or support one event or function per quarter.



## BOARD DEVELOPMENT AND SELECTION

### Selection Criteria

We don't have hard and fast criteria. We are looking for a diverse group that can best represent our stakeholders' interests, and guide and support our organization. We look for an ability to contribute in four areas:

**Table 2. Key Capability Areas Relevant to Board Role**

Mission Expertise	Board Expertise	Access / Relationships	Demonstrated Leadership
<ul style="list-style-type: none"> <li>• Community Service Programs</li> <li>• Virtual Community Center</li> <li>• Advocacy / Education / Policy</li> <li>• Events &amp; Entertainment</li> </ul>	<ul style="list-style-type: none"> <li>• Fundraising / Membership</li> <li>• Strategic Planning</li> <li>• Finance, Administration</li> <li>• Legal, Compliance, Governance</li> </ul>	<ul style="list-style-type: none"> <li>• Businesses / Employers</li> <li>• Community Service Leaders</li> <li>• Community / Civic Leaders</li> <li>• Major Donors / Foundations</li> </ul>	<ul style="list-style-type: none"> <li>• Innovator / Business-BUILDER</li> <li>• Strong Communicator / Teacher</li> <li>• Community Service</li> <li>• Advocacy</li> </ul>

### Selection Process

#### Nominations / Applications

- Nominees may be brought to the Board by any Board member or the Executive Director.
- The Executive Director is responsible for monitoring and handling all online and email applications.

#### Preliminary Review

- The Executive Director is responsible for collecting basic information on nominees and for conducting the first review and interview. If the Executive Director considers the applicant a viable candidate, the ED should share the candidate information with the Board.
- The President (or a Board Designee) is responsible for conducting a second interview and for preparing a final recommendation to the Board. If the President considers the applicant a viable candidate, the President will extend an invitation to an upcoming meeting and will forward the candidate profile to the Board before the meeting.

#### Meet and Greet / Election

- All candidates who pass the vetting process will be invited to attend a board meeting in order to meet the board and to introduce themselves.
- The Board may move to vote on the candidate during that meeting. The candidate will be asked to leave the room while the vote is underway.

### Materials for Prospective Board Members

The following are available on request

- Bylaws / Policies
- Financial Reports (Form 990)
- Summary of Programs / Priorities



## INFORMATION REQUEST OF PROSPECTIVE BOARD MEMBERS

### 1 Personal Information

<b>Name:</b>	
<b>Email:</b>	
<b>Phone:</b>	
<b>Address:</b>	
<b>Current Employer:</b>	
<b>Job / Title:</b>	

### 2 Interest

Why are you interested in joining the board? What do you hope to gain or accomplish?

### 3 Experience / Background

Briefly describe your professional background and relevant experience (or attach a resume).

### 4 Capabilities / Assets

What do you hope to bring to board?

### 5 Personal Background

Feel free to share anything else you would like the Board to know about you.