

**Marion Gerrish Community Center
Potential Board Member Information Sheet**

CONFIDENTIAL

Please complete this form to the best of your ability & **return the completed form to:**
Sarah Garvin, Director, Marion Gerrish Community Center, 39 West Broadway, Derry, NH 03038
Fax #432-5760 garvin-sarah@comcast.net

We greatly appreciate you completing this informational sheet & allowing us to get to know more about you! Thank you!

Name of prospective board candidate: _____

Occupation: _____

Home Address: _____

City, State, Zip: _____

Telephone: Day _____ Evening _____

Email: _____

Please give us some information about yourself (feel free to use backside or attach resume).

Skills/Interests/Qualities: _____

Professional Background (or attach resume): _____

Educational Background (or attach resume): _____

Are you related to any current staff or board directors? _____

Other board experience: _____

Please tell us your previous experiences (if any) with the Marion Gerrish Community Center (use backside):

After reviewing the included Roles & Responsibilities of the Board document (attached); do you understand & accept it? _____

The Marion Gerrish Community Center is continually seeking to build a board with a wide range of talents, experience and with diverse connections to the community.

Please check off your experience level for the following areas:

Skills and knowledge	Very Experienced	Some Experience	No Experience
Board development (recruitment, training, evaluation)			
Communication, public relations, marketing, media			
Financial management and control			
Human resources			
Information technology			
Law			
Business experience			
Strategic planning			
Nonprofit experience			
Fundraising			

The MGCC board typically meets once a month for 2 hours. The initial board term of service is 3 years. How much time do you have to commit each month to this board? Can you commit to a 3-year term?

We require participation on a committee, board project and/or executive role. This can be from 2-4 additional hours, beyond monthly board meetings, each month. Will you be able to serve on one of these in addition to your board participation?

If the board made a decision that you didn't agree with, how would you work with that?

How would you hope to contribute as a board member / what are your specific areas of interest?

Please list three personal (nonfamily) and/or professional references and their preferred contact information for us to contact.

Signature: _____ Date: _____

ROLES AND RESPONSIBILITIES OF THE BOARD

1. FUNDAMENTAL RESPONSIBILITIES

The role of the nonprofit board centers on the fundamental responsibilities of providing the organization with sound governance, fiduciary and strategic oversight and direction. The board oversees:

- The operations of the organization
- That the public's trust is upheld
- That the mission addresses a community need
- That all practices are ethical
- That legal requirements are met.

The board is responsible for assuring the financial integrity and solvency of the organization and establishing procedures to safeguard the organization from fraud and risk.

2. LEGAL DUTIES

Nonprofit corporate law establishes specific standards of conduct for nonprofit board members.

These duties are the legal standards which guide all actions taken by the Board of Directors and include the Duty of Care, Duty of Loyalty and Duty of Obedience.

DUTY OF CARE requires board members to discharge duties in good faith, and with the care that an ordinarily prudent person would exercise in a like position and under similar circumstances. It requires board members to exercise care in all activities related to their role as board members and commits them to participate in the work of the board.

Duty of Care is carried out by:

- Attending board and committee meetings
- Carefully preparing for meetings in advance
- Reviewing financial reports and other critical information regularly
- Exercising independent judgment
- Requesting information needed for decision making
- Making sure federal, state and specific industry filing requirements are met
- Acting in good faith when making decisions.

DUTY OF LOYALTY requires board members to act in the interests of the nonprofit rather than their own personal interests or the interests of some other person or organization. Duty of Loyalty is carried out by:

- Adhering to the conflict of interest policy
- Disclosing all conflicts
- Avoiding the use of the organization's opportunities for personal gain
- Maintaining confidentiality of information held by the organization.

DUTY OF OBEDIENCE requires board members to make decisions in accordance with the mission of the organization, to uphold its bylaws and other policies and functions and to not act in a way that is inconsistent with the central goals of the nonprofit. Duty of Obedience is carried out by:

- Ensuring compliance with all reporting requirements
- Examining all legal and governing documents
- Making decisions within the scope of the mission and law

3. ROLES

In addition to the Duties of Care, Loyalty and Obedience, which all board members share, certain members of the board have additional duties. Leadership positions are created within boards to assure that responsibilities are fulfilled. Most boards have at minimum a Board Chair, Treasurer, and Secretary. Other boards may also have Vice-Chair, Chair-Elect and Past-Chair positions. In smaller organizations, a board member may play several of these roles. Individuals are either asked to fill or are elected to these positions, and are sought out for their skill set and organizational history.

Board members also participate in committees.

OFFICERS

BOARD CHAIR

The Board Chair is responsible for leading the board in practices of good governance. Not only does this individual set the tone for the rest of the board, he or she is usually a highly visible representative of the organization within the community. The Board Chair must form a strong working relationship with the Chief Executive and act as a role model and motivator for other board members. The Board Chair generally appoints board committee and task force chairs, presides over board meetings, and often serves as a spokesperson for the organization.

VICE-CHAIR

The Vice-Chair generally offers support to the Board Chair and substitute leadership when needed. Often the Vice-Chair will take on some special project such as leading the ED evaluation or heading a task force. On some boards, the Vice-Chair is expected to assume the role of Chair.

TREASURER

The Treasurer is responsible for overseeing the financial operations and assuring that board members have the information they need to be effective fiscal stewards of the organization. Often this means reviewing financial statements and assisting in preparing and presenting the organization's budget to the full board.

SECRETARY

The Secretary is responsible for ensuring that accurate minutes of board meetings are kept.

COMMITTEES

FINANCE

The finance committee is usually chaired by the board treasurer and regularly reviews the financial statements of the organization and assists in preparing the annual budget, which the full board approves.

GOVERNANCE

The governance committee is responsible for developing and maintaining an effective board to lead the organization. Typical activities include board member recruitment, orientation for new board members, and regular board assessments.

PROGRAMMING

The Programming Committee is responsible for executing the work as outlined in the strategic plan.