



BOARD MEMBER APPLICATION

On behalf the Brooke It Forward Foundation, 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 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.

Instructions for Completing This Application

- Complete each section fully.
- Limit responses to the space provided.
- Return completed application **on or before June 30, 2024** to marie@brookeitforward.org or mail/deliver to Brooke It Forward Foundation, 530 E. Rutland St., Covington, LA 70433

PERSONAL INFORMATION

Name _____
Last First Middle

Address _____
Number & Street City Zip Code

Telephone _____
Home Cell

Employer: _____
Work Telephone

Email: _____ Spouse's Name _____



VOLUNTEER EXPERIENCE

Past and Present Membership: Boards, committees, task forces in the public sector (e.g. business, civic, community, religious, political, professional, recreational, or social)

Organization	Role/Title	Dates of Service

What do you consider to be your most significant accomplishment with regard to one of the organizations listed above?

List any awards or recognitions that you have received. Purpose for Award? Awarded by? When? What is most significant to you about the award/recognition?



List any educational programs/certificates that you've completed that you believe bring value to the role of "Board Member"?

OUR WORK: Why do you want to serve on the BIFF Board?

What do you hope to gain by serving on the BIFF Board?

SKILLS / EXPERTISE

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

- | | | |
|--|---|--|
| <input type="checkbox"/> Public Relations | <input type="checkbox"/> Reading/Understanding budgets and balance sheets | <input type="checkbox"/> Public Policy/ Advocacy |
| <input type="checkbox"/> Legal Expertise | <input type="checkbox"/> Public Speaking/ Presentations | <input type="checkbox"/> Accounting |
| <input type="checkbox"/> Event Planning | <input type="checkbox"/> HR/Administration | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Marketing | <input type="checkbox"/> Web Design |
| <input type="checkbox"/> Professional Nonprofit Experience | <input type="checkbox"/> Facilities | <input type="checkbox"/> Grant Writing |
| <input type="checkbox"/> Financial Investment Management | <input type="checkbox"/> Other (please specify) | <input type="checkbox"/> Social Services |



OTHER

Please identify at least two references with whom we may speak.

Name	Relationship	Best Contact (phone or email)

RESUME

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

My Commitment

I have read Appendix A (Board Job Descriptions) and Appendix B (“Expectations of Board Members”) of this application. I understand the commitment to Brooke It Forward Foundation as a member of the Board. If selected, I will be committed to meeting those expectations to further the mission of BIFF.

Name of Applicant – Printed

Date

Signature of Applicant



Appendix A

Board Job Descriptions

Board President

- Serves as a member of the Board of Directors
- Serves as a partner with the Chief Executive in achieving the organization's mission
- Provides leadership to the Board, which sets policy and to which the Chief Executive is accountable
- Chairs meetings of the Board after developing the agenda (with the Chief Executive)
- Encourages Board's role in strategic planning
- Appoints Board committee chairs
- Serves as *ex officio* member of all Board committees and attends their meetings when invited or as appropriate
- Discusses with the Chief Executive issues confronting the organization
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns
- Monitors financial planning and financial reports of organization
- Plays a leading role in fundraising activities
- Formally leads the evaluation of the Chief Executive's performance and informally evaluates the effectiveness of Board members
- Ensures the regular evaluation of the organization's performance toward achieving its mission
- Performs other responsibilities assigned by the Board

Vice President

- Serves as a member of the Board of Directors
- Performs Chair responsibilities when the Chair cannot be available
- Works closely with the Chair and staff throughout the term
- Works closely with the Chair to develop and implement transition plans for Board officers for next term
- Performs other responsibilities as assigned by the Board

Secretary

- Serves as a member of the Board of Directors
- Maintains records of the Board and ensures effective management of organization's records
- Manages minutes of Board meetings
- Ensures minutes are distributed to members shortly after each meeting
- Provides guidance and is sufficiently familiar with organization's legal documents (articles of incorporation, bylaws, IRS letters, etc.) to note applicability

Treasurer

- Serves as a member of the Board of Directors
- Understand and report to the Board the financial health of the organization
- Lead the Finance Committee (where applicable), working with staff and other volunteers to make sound financial decisions
- Recommends financial policies to the Board
- Ensure that a proper budget is approved
- Ensure that board members receive and understand the financial information presented to them



Committee Chair

- Serves as a member of the Board of Directors
- Sets tone for the committee work
- Ensures that members have the information needed to do their jobs
- Oversees the logistics of committee's operations
- Reports to the Board's Chair
- Reports to the full Board on committee's decisions/recommendations
- Works closely with the Chief Executive and other staff as agreed to by the Chief Executive
- Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes
- Initiates and leads the committee's annual evaluation

Board Member/Director

- Regularly attends board meetings and important related meetings
- Makes serious commitment to participate actively in committee work
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time
- Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports
- Gets to know other committee members and builds a collegial working relationship that contributes to consensus
- Serves as an active participant in the committee's annual evaluation and planning efforts
- Participates in fundraising for the organization



Appendix B

Board Expectations

The following are the basic expectations of members of the Brooke It Forward Foundation's Board of Directors.

1. Promote the organization's work in the community, represent the organization, and act as a spokesperson, by spreading the word about the organization's events, publications, online resources, and social media all in keeping with the organization's faith-based values.
2. Complete "Stewards of Children" child sexual abuse prevention training facilitated by Children's Advocacy Center Hope House.
3. Attend at least 75% of board meetings, board-sponsored events, and fundraisers.
4. Lead by example when it comes to the critical importance of fundraising to the organization. As a Board Member, I will make a donation the Brooke It Forward Foundation each year of my tenure by either a one-time donation each year or a pledge to give a certain amount several times during the year; and
5. Work in good faith with the Executive Director, staff, volunteers, and other Board members as partners toward achievement of the organization's mission.