

## Board Member Job Description

- TITLE:** Member, Board of Directors, *Bay Area Young Positives*
- REPORTS TO:** Board Chairperson
- PURPOSE:** To serve the Board of Directors of *Bay Area Young Positives* as voting member, to develop policies, procedures and regulations for the operation of the organization, to monitor & evaluate its finances, programs and performance.
- TERM:** A minimum of one year
- TIME REQUIREMENT:** Board members are required to donate a minimum of 10 hours per month (as necessary) to the agency. This includes meetings, events and workshops.
- ATTENDANCE:** Attend Board meetings and committee meetings.  
Attend Board retreats, workshops and other Board development activities as scheduled.  
Attend and participate in special Board and Agency events (minimum 2 events per year).  
Three consecutive unexcused Board meeting absences place the member on probation.  
Any further unexcused absences, that member may be asked to resign from the Board.
- OBLIGATIONS:** Establish policy, procedures and regulations for the operation of the organization.  
Hire/fire, supervise and evaluate Director.  
Secure adequate funding.  
Monitor finances.  
Maintain & update long-range strategic plan.
- SPECIFIC DUTIES:** Attend meetings and demonstrate commitment to Board activities.  
Join at least one Board committee and attend those meetings as scheduled.  
Be well informed on Board issues and agenda items in advance of meetings.  
Contribute skills, knowledge, and experiences when appropriate.  
Follow the Board member code of ethics.  
Listen respectfully to others' points of view.  
Participate in organizational decision-making.  
Help with agency fundraising.  
Donate significant fiscal contribution to agency, either through personal means, by hosting an event, or by soliciting contributions from other sources (i.e., friends, businesses, community organizations, etc.)  
Assume leadership role in all Board activities, including in fundraising.  
Represent the organization to the public, private and business sectors.  
Before resigning from the Board of Directors, members must give two months notice and find a replacement.

## Board Member : Application Form

Please fill out this form. Please type or print neatly answers to all the questions below. Please submit your résumé with your application. BAY Positives does not discriminate on the basis of age, race, gender, ethnic origin, nationality, physical disability or sexual orientation. While not required, answers to the questions will assist BAY Positives in its commitment to maintaining a diverse board.

Name:  
Phone (day):  
Phone (evening):  
Email Address:  
Address:

### PERSONAL DEMOGRAPHICS

(OPTIONAL: Examples may include, but not limited to: age, gender, ethnicity, HIV status, etc.):

- 1.) How do you know about BAY Positives, and why do you want to serve on the Board?
  
- 2.) What skills and strength will you contribute to the agency if elected to the Board?
  
- 3.) If you are or have been active in any AIDS-related or other community or political organization, please describe the organization(s) and your participation.
  
- 4.) On what other Boards, if any, have you served?
  
- 5.) Please review the items listed under “TIME REQUIREMENT” & “ATTENDANCE” & “SPECIFIC DUTIES” in the BAY Positives Board Member Job Description. Please comment on whether or not you can meet these expectations:
  - a. Could you regularly attend Board meetings? (They currently meet the 4<sup>th</sup> Thursday of each month).
  
  - b. How many hours per month (in addition to meetings) could you serve this organization?
  
  - c. Would you make a financial commitment to support this nonprofit?



6.) Please list three references (at least one professional reference) whom we might contact to discuss your nomination:

NAME	ADDRESS	PHONE
1.)		
2.)		
3.)		

7.) Please check the education or skills you could contribute to our Board:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> accounting             | <input type="checkbox"/> management           | <input type="checkbox"/> public relations |
| <input type="checkbox"/> investment             | <input type="checkbox"/> marketing            |   |
| <input type="checkbox"/> knowledge of services  | <input type="checkbox"/> fundraising          | <input type="checkbox"/> education        |
| <input type="checkbox"/> public speaking        | <input type="checkbox"/> community relations  | <input type="checkbox"/> planning         |
| <input type="checkbox"/> lobbying               | <input type="checkbox"/> legal                | <input type="checkbox"/> event planning   |
| <input type="checkbox"/> information technology | <input type="checkbox"/> volunteer management | <input type="checkbox"/> not-for-profit   |
| <input type="checkbox"/> grant writing          |   |   |
| <input type="checkbox"/> other (please specify) |   |   |

8.) Please write a brief statement of your understanding of this organization's mission:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

### Board Member Code of Ethics

**As a member of the Board of Directors of *Bay Area Young Positives*, each of us needs to be aware that much is expected of those in leadership roles. Review the following statement. Signing this Code of Ethics solidifies your commitment to service on the Board of *BAY Positives*.**

As a member of the Board of Directors of *Bay Area Young Positives*, I will:

- Represent the interest of all people served by *BAY Positives* and not favor special interests inside or outside of this organization.
- Not use my service on this Board for my own personal advantage of or the advantage of my friends or associates.
- Keep confidential information confidential.
- Respect and support the majority decision of the Board.
- Approach all Board issues with an open mind and be prepared to make the best decision for everyone involved.
- Do not violate the trust of those who elected me to the Board or of those that we serve.
- Focus my efforts on the mission of *BAY Positives* and not on my own personal goals.
- Remember that my authority as a Board member exists only when the full Board is in session or when I am performing a specific assignment given to me by the full Board.
- Consider myself a “trustee” of *BAY Positives* and do my best to ensure that it is well maintained, financially secure, growing and always operating in the best interest of those we serve.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE