



## **Recruitment & Application**

**\*Our first goal is to form the board of directors by October, 2023. It will be a working board that will meet from 6:30 pm to 8:pm once a month\***

The schedules may change from time to time to accommodate everyone's schedules & unforeseen events/emergencies. The place of gathering will be announced before the meeting until we secure a permanent meeting location. meetings will be held in person or virtually. It's a one-year board commitment to join. At the end of the board term, you can be voted & asked to stay for another year's commitment or choose to leave your position at any time at their preference by giving a 30-day written notice in person or by registered mail and/or email to board president, secretary, board officers.

### **Overall responsibilities will include the following:**

- 1) Have Oversight and guide operational and financial management and strategic plans & board governance
- 2) Develop policies and procedures for the board of directors and the agency administration.
- 3) Develop public relations in the community and with all stakeholders.
- 4) Seek donors, Fundraising opportunities, and event planning to carry out the mission & vision.
- 5) Develop and implement program services.
- 6) Evaluation of the executive director position and salary compensation.
- 7) Assist with onboarding of new members & development and recruitment.
- 8) In the best interest of Scars Into Stars all board of directors shall agree to these terms via signing and dating the board application & conditions stated, and also abide by all conflict of interest policies.
- 9) Review legal documents: the by-laws, articles of organization, 501-c(3) tax-exempt application & financial statement, contract agreements, MOU, partnerships, donations, board meeting minutes & agendas.

**Application for Scars into Stars, board of directors volunteer positions:**

**Basic Board Member Duties;**

**This starts with an understanding of the fundamental legal duties of each individual board member, which include:**

**1: Chairperson** – responsible for leading the board and facilitating meetings

**2: Vice Chair** – acts as the board chair’s understudy and second in command

**3: Secretary** – responsible for official communications with board members and recording meetings

**4: Treasurer** – oversees all matters related to the organization’s finances, property, and budget

Since it’s impossible to do a job well if you don’t know what the job is, all boards must take the time to ensure that every board member fully understands what’s expected and needed of them, and then hold all members accountable.

**Duty of Care** — Each board member has a legal responsibility to participate actively in making decisions on behalf of the organization and to exercise their best judgment while doing so.

**Duty of Loyalty** — Each board member must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization’s needs come first.

**Duty of Obedience** — Board members bear the legal responsibility of ensuring that the organization complies with the applicable federal, state, and local laws and adheres to its mission. But these are just the starting point, as boards have responsibilities that go far beyond these three legal duties.

**Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Work:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Please check areas of your experience, skills, knowledge, or expertise:**

- Accounting and Finance
- Public Relations, Community Organizing
- Fundraising & Event Planning
- Human Resources
- Program Development & Implementation
- Nonprofit or For-Profit Management
- Grant & Proposal Writing
- Business Plan Development & Consultant
- Housing Advocacy, Education Advocacy
- Mental Health/ Human Services
- Faith Based Members