



**Member of the Board of Directors
APPLICATION/INTEREST FORM**

Name: _____

Address: _____

Email: _____ Telephone: _____

Employer: _____ Position: _____

Mikayla's Voice MISSION:

- Challenge kids to create a kinder, more inclusive world where everyone has a friend.

Please check out our website www.mikaylasvoice.org, consider our mission statement (above) and answer the following:

What do you like best about our organization and mission?

Why do you wish to serve on Mikayla's Voice Board of Directors?

Is there anything else you would like to share?

I have the following skill set(s) and knowledge which might benefit Mikayla's Voice:

- | | | |
|--|---|---|
| <input type="checkbox"/> By- Laws | <input type="checkbox"/> Insurance | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Marketing | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Graphics | <input type="checkbox"/> Social Media | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Diversity, Equity, and Inclusion | |

Other: _____

I would be interested in serving the following committee(s):

Executive Committee

Fundraising Committee

Finance Committee

Strategic Planning Committee

Other: _____

I will assist with fundraising by:

Making my own personal contribution (there are no determined amounts as each person contributes according to their individual ability).

My company will make an Annual Giving contribution.

Help build the Annual Giving donor file by sharing the names of potential new donors.

Organize, attend, and/or selling tickets to fundraising events.

I understand and, if selected for membership, agree to meet all Board Member responsibilities, expectations, and time demands as per the **attached Board Member Position Description**.

Signature: _____ Date: _____

Position Description

Member: Board of Directors

The board of directors of Mikayla's Voice is legally and ethically responsible for all activities of the agency.

Responsibilities of the Board of Directors *as a whole*

- Determine & continually monitor the organizations' ability to succeed within the strategic plan, carry out the mission, and follow an effective management plan.
- Adopt an annual budget and provide fiscal oversight
- Recruit, orient, and develop new board members
- Hire, support, and evaluate the performance of the Executive Director

Responsibilities of the Board of Directors *as an individual*

- Educate the community by promoting the organization's mission and programs
- Show active participation
 - review board meeting materials
- – join at least one committee
 - resource development & fundraising
 - identify conflicts of interest
 - review the organization Form 990

Time Demands (approximate)

- Attend and actively participate in at least 75% of board meetings.
- 4 board meetings- 2 hours, the 3rd Monday each quarter, 6:30 to 8pm.
- Committee work-1-3 hours per month, or as decided by the committee.
- Annual Planning Retreat - 1 day, usually a Saturday in a preselected Month.
- Attendance at events (time varies). Attendance at two events per year is recommended.
- Participate in orientation for new board members.

Financial and Resource Development Expectations

- An annual gift to the organization (100% board giving is expected). Directors are asked to consider a gift that is “significant according to their circumstances.” A monetary gift or sponsorship is suggested as a minimum goal.
- Sell tickets to organization fundraising events.
- Recruit sponsors if possible.
- Identify and assist in the cultivation of potential donors.

The Board Development Committee is responsible for ensuring that expectations are met. Source: ©Standards for Excellence Institute, 2002-2014

Board Commitment Form

Mikayla's Voice MISSION:

Challenge kids to create a kinder, more inclusive world where everyone has a friend.

ANNUAL BOARD RESPONSIBILITIES/COMMITMENT FORM

Board Member's Name: _____

I understand my responsibilities as a Board Member are to:

- Serve as an active advocate for Mikayla's Voice.
- Make a personal contribution (there are no determined amounts as each person contributes according to their ability).
- Assist in fundraising activities.
- Attend 75% of all Board meetings – generally 3 of the 4 a year.
- Participate on a Board committee(s) – generally 3 to 4 meetings a year.
- Provide professional counsel and guidance.
- Provide, as needed, volunteer support (for example, Tri For Inclusion, Peep Fest).
- Review the annual budget, Form 990, and monthly reports ahead of meetings and votes.
- Assist Mikayla's Voice in planning its budget; I will be able to consider at least one of the following activities as checked:
 - My company will make an Annual Giving contribution
 - I will assist in building the Annual Giving donor file by submitting the names of potential new donors
 - I will participate in fundraising events and help to sell tickets for such events.

I feel my skills can be best utilized by working with the following committees or interest areas:

COMMITTEES (please check those of interest)

- EXECUTIVE COMMITTEE
- DEVELOPMENT COMMITTEE
- FUNDRAISING COMMITTEE

AREAS OF INTEREST (please check areas of interest)

- TECHNOLOGY
- HUMAN RESOURCES
- INSURANCE
- STRATEGIC PLAN
- FINANCES
- BYLAWS

I accept the above commitment as an understanding of my role and responsibilities as a member of the Board of Directors.

Signature of Board Member

Date