



BOARD OF DIRECTORS MEMBERSHIP APPLICATION

Thank you for your interest in serving on our Board of Directors. As a Community Mental Health Center, we rely on a volunteer Board that represents the communities we serve and contains in its membership a variety of skills that make for an efficient, effective, and mission driven Board.

Attached is a Board Member job description. You can also learn more about HDC by visiting our web site: hdcnorth.org

Please complete the following information and return via e mail to karla.terry@hdcmn.org or return by postal service to:

Karla Terry, Executive Assistant
Human Development Center
1401 E. 1st St.
Duluth, MN 55805

Name: _____

Address: _____

Home Phone # _____ Work Phone # _____ Cell Phone # _____

Email Address: _____

Current Employer: _____

Current Job Position: _____

1. Please tell us what motivates you to serve on the HDC Board of Directors:

2. Describe previous Board experience, if any:

3. Referencing the attached Board of Directors Recruitment Grid, what skills would you bring to the HDC Board of Directors?

4. The HDC Board of Directors is expected to participate in fundraising for the agency. Describe any experience you have in this area:

5. The HDC Board of Directors expects its members to serve on a minimum of two out of six committees. These committees include: Compliance (oversight of regulatory compliance, client rights), Facilities (facility planning, utilization of current HDC properties), Finance (oversight of agency budget, finances), Governance (board recruitment, training, education), Personnel (Hiring and performance review of Executive Director), and Public Outreach (fundraising, public outreach initiatives, event planning). Please indicate if you are willing to serve on two of these committees:

Yes No

Please list 3 references who can speak to your ability to serve on a Board of Directors.

1. Name: _____

Address: _____

Phone: _____

2. Name: _____

Address: _____

Phone: _____

3. Name: _____

Address: _____

Phone: _____

HDC BOARD OF DIRECTORS RECRUITMENT GRID

DEMOGRAPHIC:	
Lake County	
Cook County	
St. Louis County	
Carlton County	
Douglas County	
CONSTITUENCY:	
Business	
Law	
Lived Experience	
Health Care	
Higher Education	
K-12 Education	
Community	
Sales/Marketing	
Non-Profit	
Real Estate	
Other:	
SKILLS:	
Fundraising (nonprofits)	
Public Relations	
Strategic Planning	
Finance	
Personnel	
Legal	
Program Expertise	
Economically Disadvantaged	
LGBTQIA	
Leadership/Management	



BOARD OF DIRECTORS MEMBER POSITION DESCRIPTION

The basic function of a nonprofit Board Member is to provide governance for the organization, represent it to the community, and accept the ultimate legal authority for it. Members are responsible for the following duties:

PLANNING:

- Participate in planning activities to establish a clear mission and goals for the organization.
- Assess the environment, formulate a strategic plan in relation to it, and monitor implementation of the plan.
- Evaluate the success of the organization's services toward achieving the mission.
- Approve major policies, including a succession management plan for the Chief Executive Officer.
- Approve major actions of the organization, such as capital expenditures and major program and service changes.

FINANCE AND ASSET PROTECTION:

- Ensure financial accountability of the organization, including the performance of an annual independent audit.
- Oversee the ongoing process of budget development, approval, and review.
- Support the fundraising efforts of the organization.
- Oversee the organization's properties and investments.

HUMAN RESOURCES:

- Hire, support, and when necessary, discipline and/or terminate the Chief Executive Officer.
- Annually set goals for and evaluate the performance of the Chief Executive Officer.
- Recommend and approve base Chief Executive Officer compensation, bonuses, and benefit packages.

COMPLIANCE:

- Ensure that the Board and its committees are adequately and currently informed - through reports and other methods - of the condition of the organization and its operations.
- Ensure that published reports properly reflect the operating results and financial condition of the organization.
- Ascertain that management has established appropriate policies to define and identify conflicts of interest throughout the organization and is diligently administering and enforcing those policies.

- Review compliance with contractual and legal requirements affecting the organization.
- Review major legal issues impacting the agency.

COMMUNITY RELATIONS:

- Act as an ambassador for the organization in the community and vice-versa with a view to the larger interests of both.
- Assist in support and advocacy roles for the Chief Executive Officer.

PERFORMANCE EXPECTATIONS:

- Demonstrate a strong belief and commitment to the organization's mission.
- Devote the necessary time to prepare for and participate in board and committee meetings.
- Accept at least one committee assignment.
- Be informed about the organization's mission, policies, and programs.
- Keep up to date on developments in the organization's field.
- Exhibit high ethical standards and integrity in all Board actions.
- Take responsibility and accountability for all decisions made by the Board.
- Demonstrate willingness to work as a team with other board members and the Chief Executive Officer.
- Ask questions and participate candidly in Board discussions.
- Develop skills and learn aspects of the job which are new to you.
- Donate annually to the organization at the level you are able and support the organization's fundraising efforts.
- Understand that the Board is responsible for governance, administration is responsible for management.
- Recognize proper channels of reporting and address concerns to the Chief Executive Officer and/or the Board President.

ATTENDANCE EXPECTATIONS:

- Attend at least 8 out of 10 monthly Board of Directors meetings.
- Attend committee meetings regularly.
- Communicate clearly with committee chair or Board President if you will be missing a meeting.

Updated: 03/2021