



Board of Directors Member

SHIELD Mentor Program is a 501(c)3 organization that strongly believe that all youth should be mentored. Youth live in a world full of wonderful opportunities; the goal is to give them proper guidance to obtain them. The need of leadership development is essential for every youth, despite their background. The structure of the mentoring programs creates an atmosphere that is designed to decrease limitations in the lives of young people to help them become more likely to fulfill their highest potential. Our mission is to **Strengthen, Help, Inspire and Encourage Leadership Development** by delivering structured mentoring activities and programs for young people.

POSITION TITLE:	Board of Directors Member
REPORTS TO:	SHIELD Mentor Program
EMPLOYMENT STATUS:	Volunteer
SALARY:	This position is unpaid.
TIME COMMITMENT:	Quarterly meetings. Three years, which may be renewed, pending approval of the board.

Position Description: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of (name of org) so as to support the organization's mission and needs. The Board of Directors has up to nine voting members. Terms are for 3 years.

The SHIELD Mentor Program governs the overall execution of the organization's mission. Principally, the Board manages organizational finances and sets long term priorities for programs, including the development of: the Annual Fund Development Plan. Additionally, the Board oversees the Executive Director, who is responsible for day-to-day management of the organization. Overall, the members of the Board contribute the educational, management, legal, and financial skills needed to ensure long term organizational stability and ensure year-to-year educational excellence for [name of organization] mission.

Board Member responsibilities include attendance regular board meetings (average 4 per year), as well as teleconference meetings and active electronic conversations as part of Board committees. In some years the Board has held additional meetings. Board members also hold a fiduciary responsibility for management of organizational capital and ensuring appropriate filings with federal, state, and local authorities consistent with the organization's status as a 501(c)(3) nonprofit organization. The attendance policy allows for removal if three consecutive meetings are missed without notice.

Donations: As with any Board, members will be solicited for a cash or in-kind donation; 100% participation is sought; the amount is optional but we ask that board members consider giving at a leadership level. Board members should maintain an active membership status during their term.



Meetings:

- Board Meetings— quarterly in the months of September (Annual Meeting), December, March and June
- Committee Work (generally by email or phone/web conferences)
- Annual Awards Event—held annually. Range of two to three hours. Board is responsible for helping secure monetary and in-kind donations. Support is provided by staff and others.
- Annual Fundraiser - board participation needed/required

Primary Duties and Responsibilities:

- Organization of the board of directors, officers, and committees
- Help communicate and promote the SHIELD Mentor Program mission and programs to the community
- Attend and participate in meetings on a regular basis, and special events as able
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary
- Personnel evaluation and staff development
- Review of organizational and programmatic reports
- Understand the policies and procedures of the SHIELD Mentor Program
- Review and approve the annual budget
- Raise the financial resources required to meet the goals and objectives of the organization, as coordinated by the Executive Director, and establish general fundraising policies
- Conduct a biennial review and evaluation of the organization's performance of the goals and objectives of highest priority
- Actively participate in fundraising for the organization
- Regularly attend Board meetings in accordance with the Bylaws, committee meetings, other Board functions, and special events
- Actively participate in committee activities, minimum one committee per year
- Accept assignments and complete tasks competently and punctually
- Stay informed about issues confronting the organization, including financial, political, and legal
- Prepare for meeting by reading financial statements, minutes and reports
- Build a collegial working relationship with other Board members that contributes to consensus
- Financially support the SHIELD Mentor Program in a manner commensurate with one's ability

Qualifications:

- Must be 21 years and older to serve on committee
- Ability to make a three-year commitment



- Active participants in the promotion of youth mentoring
- Available to attend quarterly meetings
- Support the mission and vision of SHIELD Mentor Program
- Have an invested interest in youth development and empowerment
- Demonstrated leadership qualities
- Community involvement
- Commitment to mission of the SHIELD Mentor Program
- Willingness to accept the responsibility and commitment of Board Membership

To apply:

- Submit the Board Application (below this document) and your CV/Resume to Precious McKoy, Founder/Executive Director at mckoy@shieldmentor.org. PLEASE WRITE "NEW BOARD MEMBER APPLICATION" in the subject line.
- Copies of the application along with your CV/Resume will be distributed to those selecting members and will aid in understanding how you would like to contribute to the organization's work.

Declaration of Candidacy: Board positions require a time and energy commitment that should not be underestimated. Candidates are urged to consider personal priorities for the next year as well as the ways to contribute to the development of the organization.

Resources available to prospective members:

- Organizational Documents: Strategic Plan, Bylaws, FY Budget, Operating Principles, and others upon request
- Program Overview & Calendar of Events
- Email (mckoy@shieldmentor.org) or call (336-337-2771) the Executive Director with questions or if you would like the contact information for the current Nominating Committee chair.

NOTE—Members of the board share these responsibilities while acting in the interest of the SHIELD Mentor Program. Each member is expected to make recommendations based on his or her experience and vantage point in the community.



Application for the SHIELD Mentor Program Board Candidacy

Name	
Current Occupation	
Position Title	
Contact Details	
<i>Address</i>	
<i>Telephone</i>	
<i>Cell Phone</i>	
<i>E-mail</i>	

We want to understand your views on current operations and how your potential contributions might fit with the organization’s vision. Please answer the following questions.

1. Please briefly describe your academic and professional background, and other relevant experience in community-based organizations.

2. Why do you seek a position on this board?

3. Please select and briefly explain the specific skills you bring, or contributions you hope to make, to this board.

- Accounting
- Business Management
- Computer Science
- Education
- Finance
- Fund-Raising
- Graphic Arts
- Law
- Lobbying/Government
- Public Relations
- Other



4. Are you currently serving on a board of directors for another organization? If so, please list organization name and your position/role.

5. Please list any other civic/church/professional organizations in which you are currently a member, or have been a member of, and position held (if any):

Name **Function** **Years** **Current Member?**

6. What is your preferred method of contact/communication? Email/Phone/Text Message

I hereby certify that all statements made on this application are true. I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me from consideration and, if I am appointed to the board, may be grounds for my removal at a later date.

I understand that SHIELD Mentor Program may conduct a background/screening check in accordance with SHIELD Mentor Program policy to verify any information I have provided in connection with my application or to determine my suitability for appointment. I understand that any omission, falsification, misstatement or misrepresentation on this application will be grounds for rejection or removal, if appointed.

I expressly authorize, without reservation, SHIELD Mentor Program, its representatives, employees or agents to contact and obtain information from all references and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have against SHIELD Mentor Program, its agents, employees or representatives, for seeking, gathering and using such information in the application process. I also hereby waive any and all rights and claims I may have against all other persons, corporations or organizations for furnishing such information about me.

The mission of SHIELD Mentor Program, is to Strengthen, Help, Inspire and Encourage Leadership Development by delivering structured mentoring activities and programs for young people. SHIELD Mentor Program Board Members are expected to support the mission of SHIELD Mentor Program.

I hereby certify there is nothing in my past or present which would negatively reflect on SHIELD Mentor Programs' mission of mentoring services.

By applying for appointment to the board, I hereby agree to support the mission of SHIELD Mentor Program and will promote mentoring youth in my personal and professional life.

Give number of years you will be willing to serve on the board: _____ years (minimum 3).

PLEASE ATTACH A COPY OF YOUR RESUME TO THIS APPLICATION.

Applicant signature: _____ Date: _____
Witness: _____ Date: _____

Board Use only: Approved / Rejected Date: _____ Term exp. _____

Board Positions and years since approval: _____

THIS APPLICATION WILL BE KEPT ON FILE FOR A PERIOD OF ONE YEAR FROM DATE OF RECEIPT BY THE BOARD. SHOULD A VACANCY OCCUR ON THE BOARD TO WHICH YOU HAVE APPLIED YOU WILL BE NOTIFIED.