

Developing Leaders, Inspiring Brighter Futures

We know how challenging and time-consuming it can be to find your next board member. With the right board member, an organization can rise to a higher level of impact and leadership in the community. Please fill out this form carefully and we will do our best to promote and share your need.

Instructions: Please complete the fields below. When you are finished, **click “submit” to send to via email to the Hannah Grimes Center.** You can also *save* and *print* at any time by using the buttons at the end of the form ([pg 2](#)).

Note: if you are having trouble using this form, please download the latest version of Adobe PDF Reader: <https://get.adobe.com/reader/>

Date:

Name of person completing form:

Title:

Nonprofit Organization Information

Organization:

Address:

Focus/Areas of impact:

Website:

Volunteers:

Full time staff:

Year founded:

People served last year (if applicable):

United Way Affiliate:

Yes

No

Executive Director:

Budget \$:

Communities Serviced/Area:

Mission Statement:

Board of Directors Information

Current Board Chair:

Frequency of meetings:

Length of terms:

Where meetings are held:

When (day/time) meetings are held:

Additional Expectations: *(Check all that apply)*

- Make a personal financial commitment to the organization
- Actively serve on a committee(s)
- Attend a minimum of meetings
- Attend the organization's annual meeting
- Represent the organization by communicating its mission to the community
- Sign a code of conduct/code of ethics/conflict of interest or other required documents

We provide incoming board members with: *(Check all that apply)*

- Written “manual”
- Orientation session
- Matching/mentoring with an experienced board member

Competencies Sought in Potential New Board Members *(Check all that apply)*

Finance:

- Accounting
- Fiscal planning and budgeting
- Endowment investment
- Tax and audit experience

Resource Development/Fundraising Skills and Contacts:

- Corporate and foundation fundraising
- Special events
- Grant writing
- Major donor cultivation and individual solicitations

Legal Expertise: *(Please describe)*

Marketing/Communications/Publicity: *(Please describe)*

Technology: *(Please describe)*

Human Resources:

- Volunteer management
- Compensation and benefits governance
- Experience w/developing board governance documents (i.e.. bylaws)
- Meeting facilitation

Other: *(Please describe)*

Characteristics/Demographics Sought in Potential New Board Members *(Check all that apply)*

Age Range: Under 34 35-50 51-60 60+

Gender: Male Female

Ethnicity: Caucasian African American Hispanic Asian

Demographics are not as important as understanding the board's role in the organization and passion for our mission.

Thank you for your commitment to our community through the important work of your organization. We look forward to helping you make lasting connections with professionals in the community who are willing to lend their talent, skills, and insight.

Note: When you click "submit", a dialogue box will open asking you to confirm your default email application. Click "Continue" and an email will be auto-populated for you.

Submit



Save



Print