



Dear Board Member Applicant,

We are glad you're interested in becoming a volunteer board member with RSVP! For over 50 years, RSVP has connected our community's non-profit agencies with talented, selfless, older adult volunteers. This service is unduplicated in Mesa County and we are proud of our reputation for contributing to our community's well-being.

Please complete, sign and return:

1. Board Member Application
2. Job Description
3. Board Member Agreement of Understanding
4. Board Member Conflict of Interest Policy
5. Resume

Once received, you will be contacted to schedule a meeting with our current Board of Directors. We look forward to meeting you and discussing your interest in board membership.

Sincerely,

Mesa County RSVP, Inc.
Board of Directors

MESA COUNTY RSVP, INC.
Application for Membership on the Board of Directors

Applicant Name: _____ **Date:** _____

Home Address: _____
Street City State Zip

Home E-Mail: _____ **Home #** _____ **Cell #** _____

Emergency Contact: _____
Name Phone Number

Business Name: _____

Business Address: _____
Street City State Zip

Job Title (If Employed): _____

Highest Level of Education Completed: _____

Are You Available for Board Service? Yes No **Committee only** _____

Are you willing and able to support Mesa County RSVP, Inc. with an annual monetary donation?
 Yes No

Board Meetings are: At noon on the **Third Monday** of each month and last approximately 1 to 1.5 hours.

Term Of Service Is: One to Three Years **Choose one:** 1 Year 2 Years 3 Years

AREAS OF EXPERTISE/INTEREST

- | | | | |
|------------------------------------------|------------------------------------|---------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Financial Mgmt. | <input type="checkbox"/> Budgeting | <input type="checkbox"/> Legal | <input type="checkbox"/> Event Planning |
| <input type="checkbox"/> Fund Raising | <input type="checkbox"/> Marketing | <input type="checkbox"/> Community Outreach | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Other | | | |

THROUGH WHICH COMMITTEE(S) DO YOU FEEL YOU COULD BEST SERVE RSVP? (1-3 hours p/month)

- | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Community Outreach | Volunteer Relations | Marketing | Grant & Fundraising |

Past or current Community or Service Affiliations:

Accomplishments or insights gained during the experience noted above:

Board Applicant Signature

Date Signed

Return This Form To: Mesa County RSVP, Inc.; PO Box 1077; Grand Junction, CO 81502

- | | |
|------------------------------------------------------------------|-----------------------------------------------------------|
| This Space for Office Use Only: | |
| <input type="checkbox"/> Board Application Process Complete | <input type="checkbox"/> Date Approved: _____ |
| <input type="checkbox"/> BOD Met With Applicant | <input type="checkbox"/> Entered into Board Member Roster |
| <input type="checkbox"/> Board Members Vote to Approve Applicant | |

Form Updated: February 2021

Mesa County RSVP, Inc.
Board Member
Job Description, Expectations and Time Commitment

One, Two or Three Year Term - Reports to the President of the Board

Mission: "Strengthen Our Community by Engaging Volunteers Ages 55 and Over."

A Board Member:

1. Supports and believes in the mission of Mesa County RSVP, Inc.
2. Provides advice and support to the RSVP Executive Director in the formulation of local policy, planning and development of operational procedures and practices.
3. Makes decisions regarding recruiting/terminating Executive Director.
4. Participates in various committees and assists in developing donations and in-kind resources.
5. Conduct evaluations of RSVP operations and internal goals and objectives.
6. Attend regular monthly meetings and associated committees as needed.
7. Chooses a minimum of one associated committee of which to become an active member.
8. Participate in committee functions pertaining to the goals and objectives of the BOD and RSVP.
9. Votes on motions presented to the Board.
10. Keeps all Board meeting/program information confidential.
11. Participates in program governance and the protection of public interest as it applies to Mesa County RSVP, Inc.
12. Makes an annual financial contribution to Mesa County RSVP, Inc. of your own choosing.
13. Gives a minimum of 2 hours of time per month or any additional time for committees, special events and strategic planning for a one, two or three-year term.

Approximate List of Duties and Time Requirement

- Attend monthly Board Meetings on the 3rd Monday of the month from noon to 1:30: 2 hours a month
- Make a commitment to at least one board committee: 2 hours a month per committee
- Prepare for board and committee meetings: 1 hour a month
- Participate in annual Strategic Planning Meetings
- Participate in at least one special event annually: 2 hours annually

Current Skills Needed in Prospective Board Members:

A board member does not need to have all of these skills, but should have experience in at least one area:

- Experience in or with media and/or marketing
- Fundraising skills specifically in events and activities
- Legal skills or abilities
- Financial knowledge and/or financial planning
- Budget Development
- Grant writing or execution

Mesa County RSVP, Inc.

Board Committee Details

Members of an RSVP Board Committee shall attend regular meetings, assist with committee responsibilities and report back to the committee in a timely manner regarding the responsibilities the member has agreed to accept. Committee members may need to collaborate with the other Board Committees as needed. The chairperson of the committee should be a board member and needs to report to the Board on any recommendations that need Board attention.

Each committee shall choose someone to take and prepare minutes of each meeting. And send to RSVP for filing and distribution to other members and the Board prior to the upcoming Board Meeting. Information from these Board committees is to be kept confidential and each committee member, who is not already Board or Staff, needs to complete and sign an application and confidentiality agreement as well as become a member of Mesa County RSVP (if age 55+) and report their hours to RSVP on a regular basis.

These are the general responsibilities of each of the committees:

- ***Volunteer Relations Committee*** – This committee will meet regularly to strengthen Mesa County RSVP volunteer numbers by evaluating and implementing recruiting, retention and recognition standards. Contribute to the planning and implementing of volunteer focused events such as Annual Volunteer Recognition Events, Volunteer Recruiting Event and the Volunteer Appreciation Holiday Event.
- ***Marketing Committee*** – This committee will meet regularly to plan, develop, evaluate and implement marketing fundraising strategies to promote Mesa County RSVP’s mission and signature projects. Responsibilities include using marketing strategies to target potential customers/clients, developing marketing goals including social media, print and website. Collaboration with other committees and identifying supporters who will share our story.
- ***Budget and Finance Committee*** – This committee is required to meet monthly prior to all board meetings. The members will be active throughout the year monitoring the budget and finances of Mesa County RSVP, Inc. in collaboration with the board Treasurer. This monitoring will include reviewing and verifying all transactions with: checking accounts, credit card accounts, expenses, reimbursements, grant funding allocations and day-to-day operations.
- ***Grant & Fundraising Committee***- This committee will be active as needed throughout the year. Responsibilities include fundraising event assessment, research and identify potential grant opportunities and donor market segments; building donor relationships and setting and reaching fundraising goals.
- ***Community Outreach Committee***- This committee will meet regularly to develop opportunities to expand community partnerships with Mesa County RSVP to serve the needs of all whom may benefit from the programs we provide. The focus will be to increase local partnerships by 2-3 organizations per year.

AGREEMENT OF UNDERSTANDINGS

(For present and prospective members of the RSVP Board of Directors)

What RSVP and the other members of the Board of Directors are asking of you:

- A.** You shall read and become familiar with the Job Description as a member of the Board of Directors and do your best to fulfill the expectations. The same holds true for the Board of Directors By-laws.
- B.** You shall make every effort to know what the budget of RSVP is, to be active in planning that budget, and assist with fundraising to meet that budget.
- C.** You shall know the policies and programs and oversee the implementation of these policies and programs. You shall feel morally responsible for the health and well-being of RSVP as an organization and you shall do everything you can to help carry out the Mission of RSVP as written in the Mission Statement.
- D.** You shall give of your time and make an Annual Monetary Donation to RSVP within the limits of your ability. You shall also be asked to obtain about six door prizes each year. It is up to you if you want to purchase these door prizes or get a business to donate them. Please understand that door prizes or any other items you obtain for events do not count toward your required Annual Monetary Donation because they are not a direct benefit to RSVP, but rather they are a benefit the volunteers/guests who receive them at RSVP events. The Annual Monetary Donation needs to be cash that directly benefits the organization. We understand that members of the Board of Directors have widely varying abilities in these two areas and that no one will presume to tell you what you should do in determining the amount of the contributions you make. Donations of any amount will be gratefully accepted. It is imperative that we are able to tell foundations and funders that 100% of our Board financially supports our organization.
- E.** You shall help in fundraising for RSVP in whatever ways are best suited for you, and which best meet the needs of RSVP.
- F.** You shall attend Board of Director meetings and various Ad Hoc committee meetings to the best of your available time. If you are unable to attend a monthly board meeting, you will notify either the staff of RSVP or the President of the Board in advance of your absence. This will be considered an excused absence, otherwise it will be considered an unexcused absence. If you accumulate more than 3 consecutive unexcused absences or a total of 5 in a 12-month period, you may be asked to resign from the board.
- G.** You understand being a member of this Board of Directors is a statement of faith in the mission and purpose of RSVP, and that all Board of Director members and all staff members are trusting one another to carry out agreed upon tasks to the best of their ability, each in their own way, with knowledge, approval, and support.
- H.** You shall hold confidential all information you learn about RSVP, its volunteers, staff, etc., that you may learn while in office as a board member. This should include sensitive financial information, personnel matters, volunteer names and addresses, any other information stated to be confidential during any board meeting.

That you will take part in at least one of the following Board of Directors committees. (Please check one)

- | | |
|--------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Volunteer Relations |
| <input type="checkbox"/> Budget and Finance | <input type="checkbox"/> Community Outreach |
| <input type="checkbox"/> Grant & Fundraising Committee | |

What you have a right to expect of RSVP, the other members of the Board of Directors, and the staff:

- A.** You shall receive regular financial, statistical and narrative reports concerning the month-to-month operations of RSVP for review.
- B.** You can call upon staff or other board members to discuss program, policy, goals, objectives or any concerns you may have.
- C.** You will be given information you need to carry out your agreed upon responsibilities.
- D.** Your time and other contributions will be recognized as being valuable and with finite limits, so that unreasonable or petty requests will not be made of you.
- E.** Other members of the Board of Directors and the staff will listen to your comments, concerns and suggestions.
- F.** You may be reimbursed financially for approved expenses incurred by performing your duties as a Member of the Board of Directors. *Certain conditions may apply
- G.** You will be given full support to do the things you are asked to do within the limits of the budget and the time available upon the part of staff and other board members.
- H.** You will be given sufficient orientation and training within your first year on the Board to know and understand the essentials of RSVP's projects and policies as well as the duties of being a Board of Directors Member.

I have read the Agreement of Understanding and will make every effort to abide by them.

Signature

Date

Printed Name

Mesa County RSVP, Inc.
Board Member Conflict of Interest Policy

- No member of the Board of Directors, or any of its Committees, shall derive any personal profit or gain, directly or indirectly, due to his or her participation with Mesa County RSVP, Inc. Each individual shall disclose to the organization any personal interest he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter.
- Any member of the Board, a committee member or staff member of a client organization or vendor of Mesa County RSVP, Inc. shall identify his or her affiliation with such agency or agencies. In addition, in connection with any committee or board action specifically directed to that agency, s/he shall not participate in the decision affecting that agency and the decision must be made and/or ratified by the full board.
- Any member of the Board, Committee member, and certain Consultants shall refrain from obtaining any list of clients for personal or private solicitation purposes at any time during the term of their affiliation.

At this time, I am a board member, committee member, or an employee of the following organizations:

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

- 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Mesa County RSVP, Inc. which has resulted or could result in personal benefit to me.
- 2) A recipient, directly or indirectly, of any salary payments, loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with Mesa County RSVP, Inc.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with Mesa County RSVP, Inc.

Signature: _____ Date: _____

Printed Name: _____