



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 Tuesday** 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**

- Financial Mgmt.  Budgeting  Legal  Event Planning  
 Fund Raising  Marketing  Community Outreach  Public Relations  
 Other

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

- Budget & Finance  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:**

- Board Application Process Complete  Date Approved: \_\_\_\_\_  
 BOD Met With Applicant  Entered into Board Member Roster  
 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 standing BOD Committee of which to become an active member.
8. Participates 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, and 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 3<sup>rd</sup> Tuesday of the month from noon to 1:30: 2 hours a month
- Make a commitment to at least one standing BOD Committee: 2 hours a month per Committee
- Prepare for Board and Committee meetings: 1 hour a month
- Participate in annual strategic planning meetings: 4 hours annually
- 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 will report on its progress to the full BOD at its monthly 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 as needed to strengthen Mesa County RSVP volunteer membership levels. The Committee will evaluate and implement recruiting, retention and recognition standards and also plan and implement volunteer focused events.
- ***Marketing Committee*** – This Committee will meet as needed, to plan, develop, evaluate, and implement marketing strategies to promote Mesa County RSVP's Mission and Signature Programs. Responsibilities include using marketing strategies to target potential customers/clients; developing a marketing plan with timeline and person responsible, including social media and website; collaborate with other Committees; and identify supporters who will share our story.
- ***Budget and Finance Committee*** – This Committee shall be active monthly, reviewing financial activity, preparing, and monitoring the budget and all finances of the organization. This monitoring shall include checking allocation of expenses to funding sources, monitoring grants allocations and all the day-to-day expenses of RSVP.
- ***Grant & Fundraising Committee*** – This Committee's duties include fundraising event assessment; research and planning; identifying donor market segments; suggesting best practice for each market segment; building grant and donor relationships and setting and reaching financial goals. The Committee also evaluates the success of these efforts, paying close attention to reporting and renewal deadlines.

## **AGREEMENT OF UNDERSTANDING**

(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 Mesa County RSVP 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. 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 financial abilities and that no one will dictate 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 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 a Board member. This should include sensitive financial information, personnel matters, volunteer names and addresses, and any other information stated to be confidential during any board meeting.

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

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

**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 programs and policies as well as the duties of being a Board 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

- o 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.
- o Any member of the Board, 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.
- o 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: \_\_\_\_\_