



NeighborImpact

Critical Needs. Diverse Services. Empowering Change.

**Board of Directors  
and Committees**

**Volunteer Application**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Information: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Work: \_\_\_\_\_ May we contact you at work?  Yes  No

Present Employer and Title: \_\_\_\_\_

Work Experience: \_\_\_\_\_

Education Background: \_\_\_\_\_

How did you become interested in serving on the board, committees, and/or volunteering for NeighborImpact?

Briefly describe other board/committee/volunteer work, or life experiences, training, skills, hobbies, and special interests you would like to share with us.

Do you have any physical limitations that will prohibit you from performing any assigned duties as a volunteer?  
If yes, please describe:

Have you ever served or volunteered for NeighborImpact or Head Start before? If yes, in what capacity?  
When?

**COMMITMENT**

**Time:** The Board of Directors regularly meet on the second Monday of each month beginning at 5:30 pm until 7:15 pm. Annual events include: Board of Directors Orientation 4 pm prior to February meeting; half-to-full day Board of Directors Retreat occurs in July; NeighborImpact Program Fair half day in September.

**Committees:** All directors are required to serve on one (or more) of the following committees. Committee member/representative appointments are made by the board president or the committee chair. Committee meeting dates and times vary. Please select the committees you are interested in serving on:

- \_\_\_\_\_ Finance Committee (meets monthly at 3 pm prior to Board meeting also acts as Audit Committee)
- \_\_\_\_\_ Loan Committee (sub-committee of Finance Committee; teleconference meetings as needed)
- \_\_\_\_\_ Resource Development Committee (meets monthly)
- \_\_\_\_\_ Early Care and Education Program Committee (meets monthly)
- \_\_\_\_\_ HomeOwnership Center Program Committee (meets monthly)
- \_\_\_\_\_ Emergency Services Program Committee (meets monthly)
- \_\_\_\_\_ Representative to Head Start Policy Council (meets monthly)

**Financial:** Some grantors require and donors expect 100 percent of the Board of Directors to financially contribute to NeighborImpact. All directors are required to financially contribute to NeighborImpact as they are able.

**Volunteer Areas:** Directors are encouraged to participate in volunteer activities. NeighborImpact offers a wide variety of volunteer opportunities. Please choose the general area(s) that best matches your skills and interests. Also check out our website for ongoing specific positions – or notices on immediate needs:

- \_\_\_\_\_ Adults and Families
- \_\_\_\_\_ Board or Committee Involvement
- \_\_\_\_\_ Children and Youth
- \_\_\_\_\_ Clerical and Administrative
- \_\_\_\_\_ Fundraising and Marketing
- \_\_\_\_\_ Financial and Homeownership
- \_\_\_\_\_ Outdoor Garden and Grounds
- \_\_\_\_\_ Special Events (Pottery Throw, Empty Bowls, etc.)
- \_\_\_\_\_ Warehouse/ Food Distribution
- \_\_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_

Please indicate additional days and times that you are available:

Days:            Monday            Tuesday            Wednesday            Thursday            Friday

Times:            \_\_\_\_\_            \_\_\_\_\_            \_\_\_\_\_            \_\_\_\_\_            \_\_\_\_\_

References: Please provide two references we may contact.  
(Do not list relatives)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signed: \_\_\_\_\_

**Please send to:**

Nancy Gibson, Executive Specialist  
 NeighborImpact  
 2303 SW First Street  
 Redmond, OR 97756  
 Office: (541)548-2380 ext. 137 Fax: (541)548-6013  
 Email: [nancyg@neighborimpact.org](mailto:nancyg@neighborimpact.org)



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## **MISSION**

**NeighborImpact is dedicated to empowering individuals and families to succeed and become engaged citizens in the community.**

### **Board of Directors Job Description**

#### **Requirements to serve on the NeighborImpact Board of Directors include:**

- Knowledge of and commitment to NeighborImpact goals, activities and programs as identified in its strategic plan.
- A commitment to the goal of helping eliminate the causes of poverty and the barriers to self-sufficiency.
- A belief in a non-discriminatory society and commitment to equal opportunity for all.
- Willingness to accept the responsibilities inherent in the position.
- Be willing to attend each board meeting and commit your time for training and other NeighborImpact activities.
- Attend the monthly Board meetings prepared to discuss and act on agenda.
- Make an annual financial contribution to NeighborImpact.
- Provide information and expertise to other Directors and to staff as needed.
- Share knowledge and opinions of community needs, concerns and problems with Board and staff.
- Support and participate in fundraising and “friend-raising” for NeighborImpact and its programs.
- Understand and interpret NeighborImpact programs, goals and services to the community at large.
- Be a participating member on one or more of the committees.

- Encourage and support all Directors in their participation, including orientation for new members.
- Annually evaluate the Board of Directors' performance in relation to its job description.

## **Role of the Board of Directors:**

Sets direction, policies and budgets for NeighborImpact resource development and programs.

Measures organizational/program effectiveness.

- Participates in the development and adopts agency strategic plan to guide policy and program direction for the future.
- Establishes, as appropriate, annual goals and measurable objectives.
- Ensures the NeighborImpact programs meet the needs of the people served.
- Develops and implements cycle of review for strategic plan, annual goals and objectives.

Assists in the development and adopts governing policies.

- Personnel
- Fiscal
- Asset protection
- Executive limitations to do with board.
- Growth, etc.

Responsible for legal and fiscal oversight/monitoring of NeighborImpact (including budgets, financial reports, executive reports, fiscal audits, external audits or monitoring).

Hire and annually evaluate the Executive Director.

Establish Board of Directors and Director job descriptions and responsibilities.

Establish and implement process to select, elect and orient new Directors.

<p><b>Roles:</b></p> <p><i>BOARD = GOVERNANCE</i></p> <p><i>EXECUTIVE DIRECTOR = MANAGEMENT</i></p> <p><i>STAFF = OPERATIONS</i></p> <p><i>VOLUNTEERS = TASKS</i></p>
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## **Role of the Executive Committee:**

Establish annual Board calendar and proposes to Board for adoption.

Review bylaws every two years to assure compliance with Board job description and policies

Establish annually the process for the Executive Director evaluation.

Establish annually the process for Board self-evaluation based on the Board job description.

The Board of Directors shall delegate the Executive Committee the authority to act on behalf of the Board on all matters which might arise between meetings of the Board.

## **Board of Directors Role for Committees:**

The Board may establish committees as it deems necessary or as required by NeighborImpact grantors or contracts.

The Board shall approve committee roles and chairs.

The Board will review notes, minutes, or records of committee meetings.

## **Rights of Directors**

1. To be fully informed about responsibilities, time commitment, financial commitment, and liability before accepting the position of a Director.
2. To be fully informed through accurate financial reports, management reports, regular and thorough briefings by staff, etc., about the operation of NeighborImpact.
3. To expect that a Director's time will not be wasted by lack of planning, coordination, and cooperation within NeighborImpact or within the Board.
4. To be assigned duties which are worthwhile and challenging, with opportunities to use existing skills or develop new ones.
5. To be able to decline an assignment if it is felt that the match of skills, personal time and interests is not appropriate.
6. To have successful Board and committee experiences that provides opportunity for personal growth.
7. To be trusted with confidential information that will enable a Director to carry out assignments and fulfill responsibilities.
8. To know whether the Director's work is effective and what results have been obtained.
9. To be recognized at appropriate times for a Director's work and involvement as a member of the Board of Directors.

I have received, reviewed and understand the foregoing NeighborImpact Board of Directors job description.

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Signature

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Date

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Print Name

# NeighborImpact

## Board Committees Information

### Finance Committee

*Provides oversight and direction of the NeighborImpact's financial operations.*

- **Establish and oversee budget development process**
  - Review and make recommendations on fiscal reports to the board (NeighborImpact and Limited Partnerships)
  - Serve as Budget Committee
- **Provide oversight of fiscal management policies and reviews**
  - Review and make recommendations on fiscal policies, procurement, whistle blower, operating reserve funds, etc.
  - Asset Management and Planning
- **Conduct review of other activities**
  - Review and make recommendations on fundraising, the audit, and investment performance
- **Ensure internal controls**
  - Conduct risk management assessment (liability and insurance)
  - Establish policies and interest rates for interagency loans
  - Conduct annual assessment of fiscal systems

### Resource Development Committee

*Provides oversight of organizational fundraising and community support.*

- **Develop and approve organizational Fundraising Plan**
  - Work with Finance Committee to determine fundraising goals
  - Establish and review Resource Development policies
  - Review and approve development budget, including annual revenue matrix
- **Oversee implementation of the Fundraising Plan**
  - Monitor progress on annual revenue matrix on a quarterly basis
  - Participates in annual fundraising solicitation
  - Ensures that the Board of Directors is meeting its goal of 100 percent contribution
  - Participates with the Board of Directors in NeighborImpact's donor stewardship program
- **Conduct community and volunteer efforts**
  - Assist in the identification of funding opportunities (individual, corporate and foundation)
  - Review volunteer statistics on a quarterly basis
  - Review annual media/community outreach calendar

### Program Committees

*Provide oversight of organizational programs and the Strategic Plan*

#### **Early Care & Education Program Committee**

#### **Emergency Services Program Committee**

#### **Housing Center Program Committee**

- **Conduct oversight and implementation of 18 month action plans**
  - Management Team participates in Core Capacity Assessment Tool ("CCAT")
  - Conduct oversight of all program monitoring and responses

- **Increase Board understanding/knowledge of programs**
  - Provide formal and informal board education on the scope of NeighborImpact's services
  - Conduct annual review of NeighborImpact programs for the board
  - Assist with decision of whether to add/drop programs and services
  - Keep board current on and informed of governance responsibilities for programs
- **Provide leadership and advocacy on critical poverty-related issues**
  - Develop policies for advocacy and make recommendations to the board
  - Recommend key areas for advocacy and develop a formal legislative agenda
- **Assume other board member roles related to program activities**
  - Provide board representative on Head Start Policy Council
  - Provide board representative on HomeOwnership Center--Advisory Board
  - Committee chairs serve on Budget Committee