

MEMO

To: D.V.I. Board Members
From: Karen Moessner, Executive Director
Subject: 2013 D.V.I. Board Nominations
Date: April 12, 2013

The D.V.I. Board of Directors has three (3) openings if you want the Board to expand to seven members. If you keep it at five (5), you need one more member. At the last meeting, we discussed having a nomination packet as well as a process for elections. I have created the following packet for your review. I have also attached a matrix to help you determine what kinds of talents are needed on the Board. Since D.V.I. is committed to represent all victims of domestic violence and sexual assault, the membership should reflect all ages, races, etc...in order to attempt to make the Board as diverse as possible.

Enclosed please find a nomination packet. The packet includes a nomination form, a timeline for the election process, a list of continuing board members, a description of D.V.I. Board responsibilities, and the DVI mission.

Please review this packet and make any changes you wish. I have reviewed some other packets from NNADV and other programs and created these documents. There is one obvious addition. I have included in this packet, that Board members are expected to give financially to the organization on an annual basis. I know we have discussed this during previous meetings. Please let me know your feelings about this financial commitment and whether or not you would want to set a minimum contribution like \$25.00 per year.

Once the Board has agreed on the packet, you can vote on it at the May meeting. After that, I will provide you with copies of the packet so you can distribute these to individuals you believe may be interested in serving on DVI's Board of Directors.

Thank you for all you do for D.V.I.!

**NOMINATION
PACKET**

**DOMESTIC VIOLENCE INTERVENTION, INC. (DVI)
BOARD MEMBER APPLICATION**

*Please attach resume and **letter of nomination from a local member domestic violence program**. If any information requested is contained in the resume, please state “see resume.”*

Name: _____

Home Address: _____

Home Phone: _____

Business Address: _____

Business Phone: _____

Business Fax: _____

Business Email: _____

Occupation: _____

Organizations/Memberships: _____

*Previous Boards or other volunteer experience: _____

Have you ever served on a governmental Board or Committee?

If yes, what and when? _____

Please provide name, address, phone, and email of one professional work reference:

Please provide name, address, phone, and email of one person who served with you on a Board of Directors:

Area of Expertise:

- | | |
|---|---|
| <input type="checkbox"/> Financial Management | <input type="checkbox"/> Law Enforcement/Criminal Justice |
| <input type="checkbox"/> Human Resources/Personnel | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Program Development & Evaluation | <input type="checkbox"/> Public Relations & Marketing |
| <input type="checkbox"/> Advocacy/Sexual Assault | <input type="checkbox"/> Advocacy/Domestic Violence |
| <input type="checkbox"/> Training | |
| <input type="checkbox"/> Other (Please Specify) | |

Why would you like to be a Board Member: _____

Would you be willing to give a minimum 2 year commitment to this Board? __ Y __ N

D.V.I. is committed to diversity (age, ethnic/racial background, sexual orientation, geographic, etc.) among its Board Members. Please describe any diverse aspect that you would bring to the D.V.I. Board. _____

Applicant Signature _____ Date _____

D.V.I. 2013 BOARD ELECTION TIMELINE

June 15 Nominations due
July Nominees Interviewed
August 8 Ballots presented at Board Meeting
September 5 New members welcomed at regular Board Meeting

CONTINUING D.V.I. BOARD MEMBERS

NAME		TERM ENDS
Gaylene Drinkut	Pres.	
Mary Olsen	V. Pres.	
Cheri Peterson	Secretary	
Pauline Friedrich	Member	
Member		Open
Member		Open
Member		Open

D.V.I. Board Member Job Description

The Board of Directors is the governing body of D.V.I. Directors serve as trustees on behalf of donors and are thus responsible for ensuring that the organization meets both legal and ethical standards for nonprofit, tax-exempt organizations. The Board's most important role is to provide oversight of all activities and funds. The Board plays a critical role in ensuring that the organization has what it needs to carry out its mission, and that it does so legally, ethically, and effectively.

Specific duties and responsibilities include the following:

- **Setting the vision, mission, and organizational goals.** Board members are expected to actively participate in:
 - Strategic planning to set the vision, mission, and goals of the organization;
 - Conducting periodic reviews of the mission and progress toward goals;
 - Authorizing new programs and approve annual work plans; and
 - Setting advocacy policy priorities or positions.

- **Making sure the organization has the resources it needs.** Board members are expected to play a leadership role in resource development, including:
 - Making a personal financial contribution
 - Establishing fundraising goals;
 - Soliciting contributions (including in-kind contributions) from individuals or businesses;
 - Planning and implementing special events and annual giving campaigns; and
 - Helping staff to identify, contact, and make visits to potential private and public sector funders.

- **Making sure those resources are well managed.** Board members are responsible for fiscal oversight. This includes:
 - Monitoring the organization's income and expenses;
 - Reviewing financial reports regularly to ensure funds are spent appropriately;
 - Reviewing and approving the annual budget (which is usually developed by staff); and
 - Setting and approving fiscal policies.

- **Making sure the organization carries out its mission with effective programs.** Board members are expected to:
 - Be familiar with the organization's programs, projects, and services;
 - Regularly review the organization's work and program results to see how effectively they are contributing to the mission and goals;
 - Keep up-to-date on developments in the organization's field; and
 - Ensure that the organization meets ethical standards.

- **Hiring, supervising, and evaluating the Executive Director.** While the Executive Director has responsibility for day-to-day direction of the work and management of the organization, Board members actively participate in:
 - Overseeing the process of hiring the Executive Director;
 - Setting compensation for the Executive Director;
 - Providing feedback to and assessing the performance of the Executive Director; and
 - Providing regular, structured evaluation of the Executive Director.

- **Establishing personnel policies and procedures.** Board members approve personnel policies and procedures. The Board also serves as the last point of appeal in the grievance process for personnel matters. Board members should know and participate in approving all policies that guide the organization, its governance, and its work.

- **Enhancing the organization’s public image.** Board members have a responsibility to serve as “ambassadors” for the organization in the community. As such, Boards must:
 - Be able to clearly articulate the organization’s mission, accomplishments, and goals;
 - Network and build relationships in the larger community for the organization;
 - Represent the organization at outside meetings or events important to the organization;
 - Protect and uphold the reputation and well being of the organization; and
 - Disclose any potential conflicts of interest and avoid all real and perceived conflicts of interest, both financial and programmatic.

To effectively carry out these job duties, Board members are expected to:

- ✓ Commit 2 to 4 hours per month to the work of this Board and of the organization, and any extra effort that may be required in relation to fundraising events or other special activities.
- ✓ Attend Board meetings regularly, including all 12 of the monthly Board meetings each year.
- ✓ Review agenda and supporting materials prior to board meeting.
- ✓ Participate in the following fundraising activities:
 - Make a personal financial contribution to the organization each year;
 - Identify prospective donors and assist in fundraising initiatives;
 - Buy tickets, attend, and participate in the planning and marketing of the organization’s fundraising events;

DOMESTIC VIOLENCE INTERVENTION, INC.

MISSION STATEMENT

The mission of D.V.I. is to provide confidential support to those victimized by sexual and/or family violence. The purpose for which this Corporation is formed is to work toward the elimination of domestic and sexual violence against all persons, and the empowerment of women and children.

DVI implements its mission by providing the following services: 24 hour crisis hotline; emergency client transportation, peer counseling; support group meetings with childcare provided; emergency motel nights, a full-service shelter program, referrals to other social service agencies; community networking and community education; and statewide advocacy.

DVI is governed by a volunteer board of directors who establish policy and approve fiscal operations of the organization. DVI employs an Executive Director and supporting staff. Volunteers provide direct and indirect client services.