



Dear prospective Board applicant,

Thank you for considering serving our Community through the Lydia Place Board of Directors. The LP Board maintains an average membership of 12-14 and strives to maintain a diversity of both skills/expertise as well as demographics. As such, the Governance Committee of the Board sets criteria for Board membership and carefully screens potential applicants. There are countless ways to support the mission of Lydia Place and care is taken to ensure that applicants both understand the roles and responsibilities of Board membership and meet the needs of the organization at the current time.

Board members are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the nonprofit has adequate resources to advance its mission.

Legal duties require that nonprofit board members:

1. Take care of the nonprofit by ensuring prudent use of all assets, including facility, people, and good will; and provide oversight for all activities that advance the nonprofit's effectiveness and sustainability. (legal "Duty of due care")
2. Make decisions in the best interest of the nonprofit corporation; not in his or her self-interest. (legal "Duty of loyalty")
3. Ensure that the nonprofit obeys applicable laws and acts in accordance with ethical practices; that the nonprofit adheres to its stated corporate purposes, and that its activities advance its mission. (legal "Duty of obedience")

Please understand that serving on the Board is a unique role and open Board positions are limited. Lydia Place receives more applications for Board membership than there are available spaces. The more information and detail you can provide the Governance Committee in your application, the better.

Thank you for your consideration of this special and critical volunteer role! We look forward to speaking with you about your interest and qualifications.

Sincerely,

A handwritten signature in black ink that reads "Linda S. Zemler". The signature is written in a cursive style.

Linda Zemler  
Board President



## BOARD OF DIRECTORS APPLICATION

Name Affiliation/Employer

Address

City State Zip

Preferred Phone Alternate Phone

Email Fax

1. Lydia Place Board members are elected to serve terms of three years calculated by the start of the calendar year closest to the date of election.

Are you able to commit to a three year term?  Yes  No

2. In reviewing the legal duties of Board members described on the application cover page, please describe why you are interested in serving as a Board member (rather than a program or committee volunteer).

3. Have you served on a non-profit Board before?  Yes  No

If so, please describe your prior service, positions, and roles you held.

What expectations do you have for management of the organization?

4. What makes the mission of Lydia Place meaningful for you?

**5. The Governance Committee is currently accepting applications for prospective Board members with the following specific areas of expertise. Please indicate if you have experience in any of the following areas:**

- Attorney/Legal
- Human Resources
- Commercial or residential Development/Construction
- Information Technology (IT)
- Community members representing minority or underserved groups

**6. Please describe your skills, knowledge, and experience related to the area(s) you indicated above. If you do not fit in the above categories, please describe your area of expertise that you would bring to the Board.**

**7. Describe your volunteer/employment/community service experience that you feel best prepare you to serve on the Lydia Place Board of Directors.**

**8. What values, skills, connections, resources, and expertise do you have to offer and are willing to use on behalf of Lydia Place and skills would you bring to the Lydia Place Board?**

**9. Describe the ways you have been involved with or supported the work and mission of Lydia Place to date.**

**10. Of what importance to you is social interaction with other Board members?**

**11. Have you reviewed the Board Member Expectations for Events that follows this application?**       Yes       No

**Are you willing to commit to meeting those expectations?**

**12. Please indicate which Board Committee(s) you would be most interested in serving on:**

- Finance
- Governance
- Community Engagement/Outreach
- Executive

**Explain your interest in the above:**

**13. Roughly how many hours a month do you have to serve as a Board member?**

**What professional or personal constraints on your time or service might you anticipate?**

**14. When would you be able to begin service if accepted to serve as a Director?**

**15. Additional information you would like to bring to the attention of the Board?**

**16. Please attach an up-to-date resume.**

**17. Complete the following with regard to additional employment or volunteer experience not included on your resume, if needed.**

- |                        |        |      |
|------------------------|--------|------|
| 1)                     | Start: | End: |
| Description of duties: |        |      |
| 2)                     | Start: | End: |
| Description of duties: |        |      |
| 3)                     | Start: | End: |
| Description of duties: |        |      |

**18. Please provide three references who you give permission for the Governance Committee to contact regarding your qualifications to serve on the Board.**

<b>Name</b>	<b>Affiliation</b>	<b>Relationship</b>	<b>Phone</b>
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By signing the application below, you give permission for Lydia Place Board and/or staff designees to contact listed references.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## Individual Board Member Expectations for Major Events

### HEARTS FOR HOUSING – FEBRUARY

#### ABOUT

The HEARTS FOR HOUSING Gala & Auction is Lydia Place's largest fundraising endeavor of the year. This event plays a pivotal role in meeting public support/community financial goals, while also engaging with and introducing the organization, vision and programmatic goals with a diverse and influential target audience. This event is a success due in large part to your efforts. An engaged and inspired board creates an engaged and inspired audience. Thank you!

#### REQUIRED ROLES & RESPONSIBILITIES

All board members are required to fulfill the following roles and responsibilities related to HEARTS FOR HOUSING.

**ATTENDANCE:** Attendance at table host meeting and event is mandatory

**DESSERT:** \$20 Contribution toward Dessert Dash/ Cupcake Dash

#### EVENT LOGISTICS AND RESPONSIBILITIES:

- Ensure all guest registration and payment, seating and meal assignments are confirmed and complete for each guest you sell or distribute a ticket to
- Serve as a table host.
- Greet guests and help them find their tables.
- Mingle during the event to discuss your role at Lydia Place and promote participation in the event.
- Pass out Dessert Dash form to all guests at your table, give instructions for donating, collect the slips and put them in the envelope provided.
- Pay attention to special needs of the guests at your table and see that they are tented to (Special meals, drinks, questions about the auction, etc).
- Assist staff with directing auctioneer to repeat bidder number for auction and ask activities.
- Be familiar with the program for the evening and games.

#### OPTIONAL SELECTION OF ROLES & RESPONSIBILITIES

All board members are required to select one option for the following roles related to HEARTS FOR HOUSING. More than one option may be selected. Please communicate with Development Staff regarding your selection.

#### TICKET SALES (SELECT ONE OR MORE OPTIONS):

- **OPTION 1 (SELL):** SELL a minimum of 8 tickets to the event (fill table).
- **OPTION 2 (PURCHASE):** PURCHASE a table with intention to distribute seats to attendees that are capable and willing to support organization/ program.
- **OPTION 3 (DONATE):** DONATE equivalent funds.

#### AUCTION SUPPORT (SELECT ONE OR MORE OPTIONS):

- **OPTION 1 (LIVE AUCTION):** PROCURE OR DONATE an agreed upon LIVE auction item or package valued at \$350 or more. Donate 3 bottles of wine valued at no less than \$15 each.
- **OPTION 2 (SILENT AUCTION):** Procure or donate no less than 5 SILENT auction items. You may select from list provided or create a list of your own choosing. Donate 3 bottles of wine valued at no less than \$15 each.
- **OPTION 3 (WINE):** Donate 10 bottles of WINE valued at \$15 each or more or, one bottle valued at \$150 or more.

## Individual Board Member Expectations for Major Events

### COMMUNITY CIDER PRESS – SEPTEMBER/ OCTOBER

#### ABOUT

The COMMUNITY CIDER PRESS is our annual community gathering located at the Transitional Housing Facility garden and grounds which is an opportunity for volunteers, board (present and former), select donors, staff and our community to come together and enjoy the season's apple harvest while giving gratitude to a select group of volunteers. The event includes family friendly activities, tours of the Transitional House and a barbeque.

#### REQUIRED ROLES & RESPONSIBILITIES

All board members are expected to attend the COMMUNITY CIDER PRESS. Your attendance is a large part of how we show unity and appreciation for our agency and the community as a whole. Thank you!

#### OPTIONAL SELECTION OF ROLES & RESPONSIBILITIES

All board members are required to select one option for the following roles related to COMMUNITY CIDER PRESS in the PRE-EVENT & POST-EVENT SUPPORT category. More than one option may be selected. Please communicate with Development Staff regarding your selection.

#### EVENT SUPPORT (SELECT ONE OR MORE OPTIONS):

- PRE-EVENT (INVITE): Call or personally write to no less than 10 former board members/ donors to personally invite them to the event.
- POST-EVENT (THANK): Call or personally write to no less than 10 attendees to personally thank them for being a part of the Lydia Place family.

### HOUSING HERO AWARDS – DECEMBER

#### ABOUT

The HOUSING HERO AWARDS is our annual awards reception where we honor the outstanding work and contributions of landlords, donors and board members that have gone the extra mile for Lydia Place clients, made significant gifts, and/or inspired others, and who have given years of board service and leadership. This event is holiday/ seasonally themed and generally held at the end of the year.

#### REQUIRED ROLES & RESPONSIBILITIES

All board members are expected to attend the HOUSING HERO AWARDS. Your attendance is a large part of how we show unity and appreciation for our agency and the community as a whole. Thank you!

#### OPTIONAL SELECTION OF ROLES & RESPONSIBILITIES

All board members are required to select one option for the following roles related to HOUSING HERO AWARDS in the PRE-EVENT & POST-EVENT SUPPORT category. More than one option may be selected. Please communicate with Development Staff regarding your selection.

#### EVENT SUPPORT (SELECT ONE OR MORE OPTIONS):

- PRE-EVENT (INVITE): Call or personally write to no less than 10 former board members, landlords, donors to personally invite them to the event.
- POST-EVENT (THANK): Call or personally write to no less than 10 former board members, landlords, donors to personally thank them for attending.