

## Appendix I: Board of Directors Registration Form

Thank you for your interest in serving on the Board of Directors of the Rotterdam Community Center, Inc. (hereafter the Community Center).

This application for a position on our board will help us learn more about the skills, interests, and talents you would bring to our board.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Choose One: Cell \_\_\_\_ Home \_\_\_\_ Work \_\_\_\_

Email Address \_\_\_\_\_

The Board will meet at 6:00pm on the first Monday of every month, with the option of no meetings in June or July. This schedule may be temporarily amended by vote of the Board. Emergency meetings of the Board may be called by the Board Chair or Executive Director. As a board member your responsibility is to attend the monthly board meetings.

Any board member who misses four successive meetings will be asked to step down.

Can you commit to attending the monthly board meetings? Yes \_\_\_\_ No \_\_\_\_

Board members are expected to provide their time, talents, and an annual financial contribution.

Are you able to commit to this? Yes \_\_\_\_ No \_\_\_\_

We ask every board member to join one of the board committees listed below:

**Policy and Business Development:** Makes recommendations to the Board regarding the *Operations Manual*, the *Business Plan* and all other policies and procedures of the Community Center. Leads strategic planning efforts and grows services provided by the Community Center. Collaborates with the Executive Director, and the Financial Secretary and Financial Development Committee to conduct an annual assessment of the Center's financial needs.

**Board Development and Recruitment:** Recruits new members to fill vacant Board positions and accepts recommendations for potential future board members. Recruits new members for all Board committees. Oversees annual Board Trainings, conducts annual assessment of board strengths and weaknesses and develops strategies to improve functions of the Board and its committees.

**Building & Grounds Management:** Works directly with the Landlord to address specific repairs, maintenance, and improvements needed on all Community Center property. Plans and implements and recruits volunteers for (in conjunction with the Director of Operations) any maintenance projects needed. Supports the Director of Operations in ensuring all aspects of Community Center safety infrastructure are maintained and inspected as outlined in this manual.

**Financial Development:** Secures resources and funds from individual donors. Identifies and applies for grants in collaboration with the Executive Director. Develops relationships with foundations and corporate sponsors, plans and implements annual fund-raising events.

**Marketing and Promotion:** Promotes the center with the public and represents the center at public events. Assists staff in creating marketing materials. Distributes marketing materials in collaboration with RCC Core Programs and Community Partner Organizations. Collaborates with staff to manage the Community Center website and social media accounts.

Please indicate which board committee(s) you are interested in:

Financial Development \_\_\_\_

Marketing and Promotion \_\_\_\_

Policy and Business Development \_\_\_\_

Board Development & Recruitment \_\_\_\_

Building & Grounds Management \_\_\_\_

Please list any previous volunteer experience on a board, task force, community association, or with programs/organizations that advocate for equality, diversity, and inclusion? A separate resume or bio sheet can be provided.

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Please indicate the skills or expertise you can bring to our board:

Non-profit Fundraising \_\_\_\_

Social Media \_\_\_\_

Advocacy \_\_\_\_

Financial Management \_\_\_\_

Website Development \_\_\_\_

Writing \_\_\_\_

Community Organizing \_\_\_\_

Legal Expertise \_\_\_\_

Marketing \_\_\_\_

Policy Development \_\_\_\_

Strategic Planning \_\_\_\_

Grant Writing \_\_\_\_

Social Justice \_\_\_\_

Event Planning \_\_\_\_

Human Resources \_\_\_\_

Facilities Management \_\_\_\_ Non-Profit Management \_\_\_\_

Board Training \_\_\_\_ Public Speaking \_\_\_\_

Other \_\_\_\_\_

Have you ever participated in, been accused of, pled guilty/ no contest to, or been convicted of abuse, any sexual misconduct, or a criminal offense of any kind?

Yes \_\_\_\_ No \_\_\_\_

Please provide the names of a first character reference and their contact information:

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Please provide the names of a second character reference and their contact information:

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By signing below, I acknowledge I have read and agree to abide by all volunteer policies of the Community Center, particularly the **Board of Directors Code of Conduct & Ethics Policy**, and that to best of my knowledge all the information above is accurate.

Signature: \_\_\_\_\_ Date \_\_\_\_\_