

## **Board Application**



Thank you for your interest in serving on the Board of Directors of the Soroptimist House of Hope, Inc. On behalf of the Board, we wish to invite you to submit an application for Board membership. Please write legibly or print to ensure we can read the complete application.

**The Soroptimist House of Hope, Inc. is a working Board. For this reason, we are asking you to apply for the position by answering a few questions.**

Name: \_\_\_\_\_ Home Telephone: \_ (\_\_\_\_) \_\_\_\_\_

Work Phone: \_ (\_\_\_\_) \_\_\_\_\_ Cell Phone: \_ (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Zip \_\_\_\_\_

Occupation: \_\_\_\_\_ Email: \_\_\_\_\_

(Please note that the fields below may be expanded)

### **1) Why do you want to join Soroptimist House of Hope Board?**

### **2) Please check the skills you can contribute to our Board:**

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Accounting     | <input type="checkbox"/> Education       | <input type="checkbox"/> Community Relations | <input type="checkbox"/> Volunteer            |
| <input type="checkbox"/> Outreach       | <input type="checkbox"/> Planning        | <input type="checkbox"/> Management          | <input type="checkbox"/> Advocacy             |
| <input type="checkbox"/> Fundraising    | <input type="checkbox"/> Technology      | <input type="checkbox"/> Marketing           | <input type="checkbox"/> Knowledge of Service |
| <input type="checkbox"/> Special Events | <input type="checkbox"/> Public Speaking |  |   |

### **3) What other Boards have you served on in the past?**

### **4) What other charitable or community activities have you participated in?**

5) Please list any Boards on which you currently serve.

6) What information and or knowledge might you have regarding our organization? Who nominated you to the Soroptimist House of Hope Board of Directors? How were you recruited?

7) With proper support and training, are you willing to help with fundraising? Please tell us a little about your past fundraising experiences.

**The Soroptimist House of Hope Board has five standing committees:**

**Executive Committee:** The Executive Committee shall function on behalf of its Board of Directors in emergencies and interim situations. The Executive Committee can exercise all the powers given to the Board, except the right to make by-laws changes.

**Finance Committee:** The Finance Committee's chief responsibility is to oversee Soroptimist House of Hope finances and assets, including the allocation of its total resources. With assistance from the Board Treasurer and accountant, it prepares the organization's annual budget for approval by the Board. The committee should see that a monthly (or at least a quarterly) financial statement is presented to the Board. It must ensure that Soroptimist House of Hope bookkeeping practices are in accordance with standard accounting procedures for non-profits and that its financial records are accurate.

**Program Services Committee:** The Program Services Committee focuses on how the organization can continually best serve identified community needs and evaluates current programs.

**Resource Development Committee:** The Resource Development Committee focuses on fund development and is responsible for recommending an annual strategy of fund development to the Board of Directors. This committee shall also develop an annual fundraising plan.

**Nominating Committee:** The Nominating Committee is responsible for maintaining a current file of prospective Board members. This enables Soroptimist House of Hope Board members to bring a list of carefully-selected nominees to the Board whenever a vacancy occurs. Additionally, the Nominating Committee provides orientation to new Board members arranges annual Board planning retreats or other Board education programs and alerts Board members to other volunteer training in the community.

8) What committee would you most want to serve on?

**9) Would you consider working on a Board committee if you are not able to serve on the Board of Directors?** \_\_\_\_\_

**10) When would you be available to begin your Board service?** \_\_\_\_\_

Once we receive your completed application, Dot Reed, Board President, will contact you. If you have questions about this application or our process, please feel free to contact Ms. Reed at (760) 835-4576. Please note that our search for new Board members is an ongoing process with no deadlines.

In the interim we thank you for considering service to Soroptimist House of Hope, Board of Directors.

Sincerely,

Dot Reed, Board President  
Soroptimist House of Hope