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**BOARD OF DIRECTORS APPLICATION PACKET**

**The Independent Living Philosophy holds that all people with disabilities have the right to maintain control Iife choices through support such as education, advocacy, training, and personal assistance services. The Disability Rights Movement is supported through political action and advocacy for all persons with disabilities.**

**BOARD MEMBER RESPONSIBILITIES AND BACKGROUND**

The Board of Directors of the agency is responsible for determining the agency goals, policy, and approving the annual budget. As a group and individually, members of the Board are legally and morally responsible for all activities of the agency.

**MISSION STATEMENT**

*"disABILITY LINK is an organization led by and for people with disabilities and promotes choice* ***and*** *full participation in community life."*

**RESPONSIBILITIES:**

1. Continues the corporate existence of the agency to provide independent living services to persons with diverse disabilities.

2. Shall support, encourage, and promote the philosophies of the Independent Living and Disability Civil Rights Movements

3. Ensures that the agency carries out the intent of the Rehabilitation Act, the Americans with Disabilities Act and other governing laws that protect individuals with disabilities.

4. Ensures that the agency operates within the parameters of the Articles of Incorporation, Policy and Procedure manuals, and the By-laws; reviews and/or adopts revisions to the By-laws and the Policy and Procedure manual as necessary.

5. Acts on proposed revisions to the By-laws and the Policy and Procedure Manuals.

6. Determines and assumes responsibility for internal policies and adopts policy to determine the purpose, governing principles, functions, activities and course of action of the agency.

7. Regularly evaluates and reviews the agency's operations and maintains standards of performance.

8. Monitors the activities of the agency, including: reviewing reports of appropriate committees, confirming, modifying or rejecting proposals, providing feedback on committee plans or the Executive Director's actions.

9. Provides ideas, leadership and prestige to the agency and inspires confidence in its services.

10. Understands and interprets the work of the agency to the community.

11. Relates the services of the centers to the work of other agencies and focuses on social reform and progress in the community as a whole and enhance the organization’s public standing.

12. Selects and employs the Executive Director and evaluates the Director’s job performance.

13. Elects and recruits new board members as vacancies occur.

14. Approves and monitors the corporate finances of the agency and its centers.

15. Ensures compliance of budgeted expenditures to the contracts issued by the Rehabilitation Service Administration, Department of Rehabilitation and other local, state and federal funding agencies.

16. Authorizes and approves the annual audit.

17. Secures and maintains satisfactory facilities in which to carry out the agency’s functions; approves all recommendations dealing with rental agreements, capital improvements of the facilities or purchase of additional land and buildings.

18. Attends all annual board training sessions.

19. Understands that the board is responsible for and takes the lead role in the agency’s fund raising efforts and other activities.

20. Members of the Board of Directors are expected to serve at least a two (2) year term.

**BACKGROUND:**

***Knowledge and Experience:*** Must demonstrate an interest in and knowledge of persons with disabilities and the agency's service goals. Experience and/or knowledge in at least one of the following elements are desirable: Independent Living, advocacy, administration, management, finance, personnel, program development, legal skills, public relations, or communications.

***Other:*** Must be able to regularly attend board meeting monthly, participate on board committees, and familiarize self with agenda and attachments prior to each board meeting.

**Note:** The Board of Directors composition should reflect the population of the communities being served in terms of geographical area, ethnicity, gender and disability. Therefore, it is required that at least 51 percent of the governing body be people with disabilities.

**ESTIMATED TIME REQUIREMENTS**

***Active Board Participation:*** Two to four hours monthly. This includes attending board, committee, reviewing agenda packet prior to meetings, and making essential telephone calls.

***Leadership Responsibilities:*** An additional two hours monthly. This includes positions such as board officers, advisory board membership, agency volunteer, and committee chairpersons.

# Board of Directors Application

Name:

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where do you like your mail sent? □ Business □ Home

Do you have a disability? □ Yes □ No

If yes, what is your disability? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What type of accommodation would you need in order to serve on our board?

If you do not have a disability, do you have any personal experience

with disability? □ Yes □ No

If yes, please elaborate

Do you have experience, training or educational background in the following areas that will enable you to assist with decisions. If so, please check those that apply:

□ Legal skills □ Public speaking

□ Grant writing □ Advertising/Promotion

□ Financial/budgeting, accounting, etc, □ Fundraising

□ Business Management □ Independent Living

□ Other skills

If other, please elaborate:

Service clubs, social clubs, and professional associations, fraternal organizations in

which you are a member:

Volunteer activities in which you have participated:

## Membership as an officer in other organizations:

Special Interest or Hobbies:

How much time can you commit?

Do you have a preference for meeting times? □ Weekday Mornings

□ Weekday Evenings

□ Saturday Mornings

Who recommended you to the agency Board and what is your relationship to this person?

Do you know of any potential conflict that may prevent you from serving on this board?

Please attach a brief statement along with your resume as to why you would like to be a Board member of the disABILITY LINK

I am willing to serve and agree to the responsibilities described in the Board of Directors application packet.

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

**Note: Please return resume and application in enclosed stamped, self-addressed envelope. Thank you.**