

Big Brothers Big Sisters of Monroe County Board Member Application

Welcome and thank-you for taking interest in becoming a
Board member for Big Brothers,
Big Sisters of Monroe County, Inc.

Our History

Big Brothers was founded in 1903 in Cincinnati on the principal that regular personal contact between one man and a fatherless boy could provide a more complete life for that boy. Big sisters began in New York in 1908, used the same methodology as Big Brothers, and worked with court referred delinquent girls.

Big Brothers of Monroe County was incorporated in 1968 by a concerned group of community citizens. The agency was growing and gaining recognition when the principal of one of the Monroe elementary schools asked why there were not Big Sisters, citing the need for one. During 1967-1968, Sister Marie Michaela, also a member of the committee that founded Big Brothers, organized a group of women to form the agency. The two agencies merged in 1975.

Mission

The mission of Big Brothers/Big Sisters is to make a positive difference in the lives of children and youth of Monroe County, primarily through a professionally supported one-to-one relationship with a caring adult, and to assist them in achieving their highest potential as they grow to become responsible men and women.

Vision

To develop successful mentoring relationships for all children who need and want them contributing to better schools, brighter futures and a stronger community for all.

Bylaws

The Board of Directors is governed by Bylaws established and approved by the Directors. These Bylaws may be amended or changed at anytime. Bylaws establish the plan by which the Nominating committee will govern and recruit and install new board members. Bylaws also establish the rules and conduct of the Board of Directors.

To accomplish the mission of Big Brothers/Big sisters of Monroe County, Inc., a nonprofit corporation is governed by a governing board and the board is called the Board of Directors. We look for individuals, people of diverse backgrounds, with vision and commitment, who are willing to work cooperatively and effectively to contribute their talents and resources for the good of the corporation.

Big Brothers Big Sisters
Board Member Application: Application and Letter of Interest

Please complete the information requested below and return to: Big Brothers, Big Sisters, 28 S. Macomb St., Monroe, MI 48161. (734) 242-8540

First Name: _____ Last Name: _____ DOB: _____

Home Address: _____ Years at residence: _____

Previous Addresses; If any (within the last 5 years)

Home Phone: _____ Work Phone: _____ Cell: _____

Email Address: _____

Current Occupation: _____ Can we contact you at work? Yes ___ No ___

Name and Address of employer:

How long employed by above company? _____ months _____ years

Do you have any Current or Previous Board experience? If yes, please list associations, dates, offices held and/or committees served on:

Have you had any training in Nonprofit Board governance? Yes ___ No ___

Do you believe that people who volunteer their time should donate to that organization?
Yes ___ No ___

Do you feel that a board seat is permanent and you can do just about anything once voted in?
___ Yes ___ No

Do you have set ideas about the role of an Executive Director or staff members when interfacing with a Board member?

____ Yes ____ No

Do you believe that diversity Awareness is needed at the Nonprofit Level?

____ Yes ____ No

Have any criminal charges ever been filed against you? ____ Yes ____ No

If yes, please explain what charges and date filed:

Are you comfortable speaking before a group?

What does your family think about you serving on the BBBS Board?

Do you have other time commitments that might present a challenge in consistently attending meetings, being on committees and fully participating in fund raising duties and responsibilities?

Explain briefly why you want to serve on the Board of Big Brothers, Big Sisters of Monroe County.

As a member of a Nonprofit Board of Directors would you or do you enjoy:

1. Fundraising – Resource Development? ____ Yes ____ No

2. Policy and Procedure Development? ____ Yes ____ No

3. Speaking on behalf of the organization? ____ Yes ____ No

4. Managing the day to day operations? ____ Yes ____ No

5. Committee work? ____ Yes ____ No

6. Bringing both your professional and special resources to the organization?
____ Yes ____ No

7. Program development and program assessment? ____ Yes ____ No

8. Working with a set of plans as your guide? _____Yes _____No
9. Working things as they develop? _____Yes _____No
10. Being held, and holding others accountable? _____Yes _____No

List Three Names of character references and Phone Numbers. Include at least one professional association:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

If you are accepted as Board Member some of your duties will be:

- A. Attend monthly Board meetings consistently
- B. Chair, Co-Chair or participate in various committees
- C. Regularly and be personally held responsible for Fundraising Activities

We would like to Thank you for your time and interest in becoming a Board Member for Big Brothers Big Sisters of Monroe County. One of our current Executive Board Members will be contacting you in the near future to notify you of the status of your application.

I, _____, acknowledge that I have completed this application to the best of my knowledge and that all of the information I have provided is true.

X _____
Applicant's Signature Date

Big Brothers, Big Sisters of Monroe County Inc.,

Confidentiality Statement

28 S. Macomb St.,

Monroe, MI

48161

(734) 242-8540

Date_____

I _____ agree to keep any information learned, seen or heard associated with Big Brothers Big Sisters kept confidential. I understand that it is a violation to disclose any information associated with Big Brothers Big Sisters. My signature indicates my understanding and agreement of the above statements and will comply accordingly.

Signature name

Date

Printed name

Big Brothers/Big Sisters Representative

Date

Big Brothers, Big Sisters of Monroe County Inc.,

Local Board Model

STRONG RESOURCEFUL BOARDS ARE ESSENTIAL FOR GROWTH

We have a national goal to grow from 221,000 one-to-one matches and \$209 million revenue in 2003 to one million one-to-one matches with anticipated revenue needs of \$650 - \$800 million in 2010.

- A growth agency requires a strong board AND strong executive leadership.
- A growth agency needs a Board that leads the way in developing financial resources.
- A growth agency needs a Board that actively drives the strategic plan by aligning with these nationwide goals.
- A growth agency needs a Board that oversees the chief executive's efforts to manage for performance and accountability and build capacity.

THERE ARE THREE KEY FUNCTIONS OF A QUALITY BBBS BOARD:

- (1) RESOURCE DEVELOPMENT
- (2) STRATEGIC LEADERSHIP, AND
- (3) GOVERNANCE/OVERSIGHT

1. Develop Financial Resources (50% of time and focus)

- The Board sets measurable objectives for Board Members' "leadership giving and getting." Many boards establish minimum thresholds.
 - Members are asked to make ambitious leadership level gifts reflective of personal capacity.
 - Members are expected to help identify, open doors to and advocate with potential donors.
 - Members work in concert with appropriate staff to thank donors.
- The Board works with the chief executive officer and chief fund development officer to execute a fund development plan.
- Members will sometimes be asked to obtain other resources for the agency.

2. Provide Strategic Leadership (25% of time and focus) – The Board works to advance the agency's vision and mission and plays a leadership role in the effort to develop and adhere to a long-term strategic plan aligned with the Nationwide Strategic Growth Plan. The Board works collaboratively with the Chief Executive in this effort.

- Align the agency Plan with the Nationwide Plan. Ensure that Board members have a thorough understanding of BBBS in its entirety.
- Make the Plan aspirational and achievable – Plan should have short, medium and long-term (realistic and stretch) goals. Goals must be measurable.
- Build Board ownership and commitment to the agency plan.

3. Provide Governance and Oversight (25% of time and focus)

- Select, motivate and evaluate a top CEO/ED
 - Select a top CEO/ED
 - Work with BBBSA Agency Development staff to hire the new CEO/ED.
 - Hire for the future size of the agency, accounting for possible mergers.
 - Hire on the basis of the candidate's past accomplishments in fund raising, building external relations, marketing and management..
 - Pay a competitive salary. A higher salary will help attract and retain a CEO/ED capable of raising more funds for the agency, attracting stronger staff, and achieving greater progress against the agency strategic plan.
 - Motivate the CEO/ED
 - Reward success. Compensation can be a blend of financial, and non-financial rewards.
 - Help position the CEO/ED to become engaged with top community leaders.
 - Evaluate the CEO/ED
 - At least annually review the CEO/ED's performance against goals articulated in the strategic plan on our four core BBBS measures: number of children served; revenues; quality; and cost per match.

- Develop Board performance expectations and evaluate Board performance.
 - Set clear, written expectations for board member performance incorporating expectations for contributions (meeting attendance, quality of work accomplished, philanthropy).
 - Set Board size and structures.
 - Provide orientation for all incoming Board members and officers that is based on the online board resources.
 - Annually evaluate the impact of the entire Board.
 - Annually evaluate individual Board Members' performance

- Provide Financial Oversight
 - Review Financial Management policies and procedures.
 - Review and approve the annual budget.
 - Ensure an effective audit.
 - Review Risk Management policies and procedures.
 - Review the plan for Operating Reserves.

- Ensure adherence to all legal, ethical and regulatory requirements.

- If relevant, determine specific responsibilities of Satellite "advisory councils".