



Dear Board Member Applicant,

Enclosed are Board Member Application documents. We are very pleased that you are interested in being a board member with Mesa County RSVP. We are proud of our organization and believe our volunteers make a huge difference in the lives of others every day.

Enclosed with this letter are the following documents:

1. Board of Directors Job Description, Expectations and Time Commitment
2. Board Committee Details

**Please fill out, sign and return:**

3. Board Member Agreement of Understanding (2 Pages)
4. Board Member Conflict of Interest Policy
5. Board Member Application

As soon as you complete, sign and return the last three documents to me, I will contact you to schedule a meeting with our Nominating Committee.

Thank you again for your interest in Mesa County RSVP, Inc. We look forward to meeting you and discussing your interest in Board Membership.

Sincerely,

Jean A. Brewer  
Executive Director  
Mesa County RSVP, Inc.

Enclosures (5)

**Mesa County RSVP, Inc.**

**Strengthen our Community by Engaging Volunteers Ages 55 and Over**

**Phone:**  
970.243.9839

**Fax:**  
970.245.4808

**Mailing Address:**  
PO Box 1077, Grand Junction, CO 81502

**Office Location:**  
422 White Avenue, Suite 090  
Lower Level, US Bank

**Website:**  
[www.rsvpgrandjunction.org](http://www.rsvpgrandjunction.org)

1.

**Mesa County RSVP, Inc.**  
**Board Member**  
**Job Description, Expectations and Time Commitment**

**One, Two or Three Year Term**  
**Reports to the President of the Board**

*Mission: "Strengthen our Community by Engaging Volunteers Ages 55 and Over"*

**A Board Member:**

1. Supports and believes in the Mission of Mesa County RSVP, Inc.
2. Provides advice and support to the RSVP Executive Director in the formulation of local policy, planning and development of operational procedures and practices.
3. Makes decisions regarding hiring/firing Executive Director
4. Participates in fundraising activities and assists in developing cash and in-kind resources.
5. Helps conduct evaluations of RSVP operations and internal goals and objectives.
6. Attends regular monthly meeting of the Board and associated committees as needed. If unable to attend a Board meeting, notify the President or RSVP office of that upcoming absence.
7. Chooses a minimum of one associated committee of which to become an active member.
8. Participates in committee functions as pertains to the goals and objectives of the Board
9. Votes on motions presented to the Board
10. Keeps Board meeting/program information confidential
11. Participates in program governance and the protection of public interest as it applies to Mesa County RSVP, Inc.
12. Makes an annual cash contribution to Mesa County RSVP, Inc. in an amount of your own choosing.
13. Gives approximately six to eight hours of time per month for a one, two or three-year term of office

**Approximate List of Duties and Time Requirement**

- Attend the main monthly Board Meeting on the 4<sup>th</sup> Tuesday of the month from noon to 1:30 (bring a sack lunch if you wish): 2 hours a month
- Make a commitment to at least one board committee: 2-4 hours a month per committee
- Prepare for board and committee meetings: 2 hours a month
- Participate in the annual Strategic Planning Meeting: 8 hours annually
- Participate in at least one special event annually: 4 hours annually

**Current Skills Needed in Prospective Board Members:**

A board member does not have to have all of these skills, but should have experience in at least one area:

- Experience in or with media and/or marketing
- Fundraising skills specifically in events and activities
- Someone who is connected in the business community and has contacts
- Legal skills or abilities
- Financial knowledge and/or financial planning
- Budget Development

2.

## **Mesa County RSVP, Inc.** **Board Committee Details**

Members of an RSVP Board Committee are expected to attend regular meetings, assist with committee responsibilities and report back to the committee in a timely manner regarding the responsibilities the member has agreed to accept. Committee members need to collaborate with the other Board Committees as needed. The chairperson of the committee should be a board member and needs to report to the Board on any recommendations that need Board attention.

Each committee needs to choose someone to take and prepare minutes of each meeting. The minutes need to be sent to RSVP for filing and distribution to other members and the Board prior to the upcoming Board Meeting. Information from these Board committees is to be kept confidential and each committee member, who is not already Board or Staff, needs to complete and sign a confidentiality agreement as well as become a member of Mesa County RSVP (if age 55+) and report their hours to RSVP on a regular basis.

These are the general responsibilities of each of the committees:

### \* Committees That Can Have Non-Board or Staff as Members

- Evaluation Committee** – The committee's purpose is to evaluate the success of RSVP's effectiveness in meeting its goals and objectives. This evaluation process includes surveys of volunteers, clients, volunteer sites, staff and directors of the Board. The survey results shall be evaluated and compiled into a report. Committee members are asked to evaluate the survey results and formulate evaluation statements and recommendations. The final report is written by the Executive Director.
- Nominating Committee** – The committee shall be active throughout the year contacting and recruiting potential Board directors. In addition, this committee shall develop a slate of officers annually in December to present to the full Board for a vote at the January Board meeting, with the new officers taking office in February. Committee members will evaluate each Board candidate's Application and conduct an interview with prospective Board Members in order to choose the best candidates for board service.
- \* Volunteer Relations Committee** – This committee will meet regularly to strengthen Mesa County RSVP volunteer numbers by evaluating and implementing recruiting, retention and recognition standards and plan and implement volunteer focused events such as Annual Volunteer Appreciation Luncheon, Ice Cream Social Volunteer Recruiting Event, and the Volunteer Holiday Party. This committee also will help plan participation in local recruiting events including but not limited to BeaconFest and the West of 50 Fair.
- Marketing & Fundraising Committee** – This committee will meet regularly to plan, develop, evaluate and implement marketing and fundraising strategies to promote Mesa County RSVP's Mission and Signature Projects and obtain additional financial resources to support the mission and projects. Responsibilities include using marketing strategies to target potential customers/clients; developing a marketing plan with timeline and person responsible, including social media and website; collaborating with other committees; and identifying supporters who will share our story. Fundraising duties include fundraising event assessment, research and planning; identifying donor market segments; suggesting best practices for each market segment; building donor relationships and setting and reaching fundraising goals.
- Budget and Finance Committee** – This committee will be active as needed throughout the year preparing and monitoring the budget and finances of the organization. This monitoring should include checking allocation of expenses to funding sources and monitoring grants.

3. (Page 1 – Agreement of Understandings)

**AGREEMENT OF UNDERSTANDINGS**

(For present and prospective members of the RSVP Board of Directors)

**I. What RSVP and the other members of the Board of Directors are asking of you:**

- A.** That you will read and become familiar with your Job Description as a member of the Board of Directors and do your best to fulfill the expectations. The same holds true for the Board of Directors By-laws.
- B.** You will make every effort to know what the budget of RSVP is, to be active in planning that budget, and planning fundraising to meet that budget.
- C.** You will still seek to know and approve all policies and programs and to oversee the implementation of these policies and programs. You will feel morally responsible for the health and well-being of RSVP as an organization and you will do everything you can to help carry out the Mission of RSVP as written in the Mission Statement.
- D.** That you will give of your time and make an Annual Monetary Donation to RSVP within the limits of your ability. You will also be asked to obtain about six door prizes each year. It is up to you if you want to purchase these door prizes or get a business to donate them. Please understand that door prizes or any other items you obtain for events do not count toward the Annual Monetary Donation because they are not a direct benefit to RSVP, but rather they are a benefit the volunteers/guests who receive them at RSVP events. The Annual Monetary Donation needs to be cash or cash equivalent that directly benefits the organization. We understand that members of the Board of Directors have widely varying abilities in these two areas and that no one will presume to tell you what you should do in determining the amount of the contributions you make. Donations of any amount will be gratefully accepted. It is imperative that we are able to tell foundations and funders that 100% of our Board financially supports our organization.
- E.** That you will help in fundraising for RSVP in whatever ways are best suited for you, and which best meet the needs of RSVP.
- F.** That you will attend Board of Directors meetings and various ad hoc committee meetings to the best of the limits of your available time. If you are unable to attend a monthly board meeting, you will notify either the staff of RSVP or the Secretary of the board in advance of your absence. This will be considered an excused absence. Otherwise it will be considered an unexcused absence and if you accumulate more than 3 consecutive unexcused absences or a total of 5 in a year, you may be asked to leave the board.
- G.** That you understand that being a member of this Board of Directors is a statement of faith in the mission and purpose of RSVP, and that all Board of Directors members and all staff members are trusting one another to carry out agreed upon tasks to the best of their ability, each in their own way, with knowledge, approval, and support of all.
- H.** That you will hold confidential certain information you learn about RSVP, its volunteers, staff, etc., that you may learn while in office as a board member. This should include sensitive financial information, personnel matters, volunteer names and addresses, any other information stated to be confidential during any board meeting.

3. (Page 2 – Agreement of Understanding)

I. That you will take part in at least one of the following Board of Directors committees. (Please check one)

- |  |  |
|--|--|
| <input type="checkbox"/> Marketing & Fundraising | <input type="checkbox"/> Volunteer Relations |
| <input type="checkbox"/> Budget and Finance      | <input type="checkbox"/> Board Nominations   |

II. **What you have a right to expect of RSVP, the other members of the Board of Directors, and the staff:**

- A. That you will receive regular financial, statistical and narrative reports concerning the month-to-month operations of RSVP.
- B. That you can call upon staff to discuss program, policy, goals, objectives or any concerns you may have.
- C. That you will be given all information you need to carry out your agreed upon responsibilities.
- D. That your time and other contributions will be recognized as being valuable and with finite limits, so that unreasonable or petty requests will not be made of you.
- E. That the other members of the Board of Directors and the staff will seriously listen to your comments, concerns and suggestions.
- F. That you will be reimbursed financially for any extraordinary expenses incurred by doing any task required by your duties as a Member of the Board of Directors.
- G. That you will be given full support to do the things you are asked to do within the limits of the budget and the time available upon the part of staff and other members.
- H. That you be given sufficient orientation and training within your first year on the Board to know and understand the essentials of RSVPs program and policies as well as the duties of being a Board of Directors Member.

I have read the Agreement of Understandings and will make every effort to abide by them.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

4.

**Mesa County RSVP, Inc.**  
Board Member Conflict of Interest Policy

- No member of the Board of Directors, or any of its Committees, shall derive any personal profit or gain, directly or indirectly, due to his or her participation with Mesa County RSVP, Inc. Each individual shall disclose to the organization any personal interest he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter.
- Any member of the Board, any Committee or Staff (who is an officer), board member, a committee member or staff member of a client organization or vendor of Mesa County RSVP, Inc. shall identify his or her affiliation with such agency or agencies. In addition, in connection with any committee or board action specifically directed to that agency, s/he shall not participate in the decision affecting that agency and the decision must be made and/or ratified by the full board.
- Any member of the Board, any Committee, Staff (who is an officer) and certain Consultants shall refrain from obtaining any list of clients for personal or private solicitation purposes at any time during the term of their affiliation.

At this time, I am a board member, committee member, or an employee of the following organizations:

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

- 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Mesa County RSVP, Inc. which has resulted or could result in personal benefit to me.
- 2) A recipient, directly or indirectly, of any salary payments, loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with Mesa County RSVP, Inc.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with Mesa County RSVP, Inc.

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

Printed Name: \_\_\_\_\_

5.

**MESA COUNTY RSVP, INC.**  
**Application for Membership on the Board of Directors**

**Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Home Address:**  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Home E-Mail:**  
 Send Board Minutes Here \_\_\_\_\_ **Home #** \_\_\_\_\_ **Cell #** \_\_\_\_\_

**Volunteer Job Title**  
(If Volunteering): \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Business Address:**  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Job Title (If Employed):** \_\_\_\_\_

**Business Email:**  
 Send Board Minutes Here \_\_\_\_\_ **Business #** \_\_\_\_\_

**Highest Level of Education Completed:** \_\_\_\_\_

**Are You Available for Board Service Now?**  Yes  No **If Not, When?** \_\_\_\_\_

**Are you willing and able to support Mesa County RSVP, Inc. with an annual monetary donation?**  
 Yes  No

**Board Meetings are:** At Noon on the Third Wednesday of Each Month and Last Approximately 1.5 Hours

**Term Of Service Is:** One to Three Years **Choose one:**  1 Year  2 Years  3 Years

**AREAS OF EXPERTISE/INTEREST**

- Financial Mgmt.       Budgeting       Legal       Event Planning
- Fund Raising       Marketing       Personnel       Public Relations
- Other

**THROUGH WHICH COMMITTEE(S) DO YOU FEEL YOU COULD BEST SERVE RSVP?**

- Nominating       Volunteer Relations       Marketing & Fundraising       Budget & Finance

**Past or current Community or Service Affiliations:**

**Accomplishments or insights gained during the experience noted above:**

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

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

**Mail This Form To:** Mesa County RSVP, Inc.; PO Box 1077; Grand Junction, CO 81502

**This Space for Office Use Only:**

- Board Application Process Complete
- Nominating Committee Met With Applicant
- Board Members Vote to Approve Applicant
- Date Approved: \_\_\_\_\_
- Entered into ED's Outlook Contacts
- Outlook Contact Sent to Office Manager
- Entered into Board Member Roster
- Form Updated: January 25, 2017