



# *Clement Waters Retreat*

**Board Policy Manual**

*Adopted February 25, 2015  
by an act of the board (see minutes.)*



## BOARD OF DIRECTORS JOB DESCRIPTIONS

**Title:** Board Member  
**Term:** Three years  
**Responsible to:** Responsible to entire Board

### General Responsibilities:

1. Overall governance of agency by establishing and monitoring policies and programs and supporting development and effectiveness of Board of Directors.
2. Establish strategic purpose and direction for agency by participating in regular strategic planning and monitoring performance toward plan's results.
3. Supervision of Corporate Staff by hiring Corporate Staff and monitoring performance toward Corporate Staff's general responsibilities and yearly objectives.
4. Fundraising by planning fundraising activities and participation to secure necessary resources to support operations, programs and services.
5. Represent agency and its programs and services to stakeholders, including community, funders and clients.
6. Ensure financial health of agency through conformance to up-to-date fiscal policies and procedures and through ongoing analysis of financial reports.
7. Ensure effective performance of agency's programs through ongoing program planning and evaluation.
8. Ensure conformance to federal, state, local and agency policies and procedures.

### Specific Duties:

1. Is a member of the Board.
2. Builds collegial working relationship that contributes to consensus.
3. Contributes financially to the nonprofit.
4. Regularly attends Board meetings and important related meetings.
5. Makes serious commitment to participate actively in Board and committee work.
6. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
7. Stays informed about Board policies and committee matters, prepares well for meetings, reviews minutes and reports, and comments about them when necessary.



## BOARD MEMBER APPLICATION FORM

Thank you for your interest in the Clement Waters Retreat Board! We will help you carefully decide if you want to join, then we will orient you to the organization, train you about the roles and responsibilities of a member of a nonprofit Board of Directors, and request your participation on the Board, Council and/or Committee that most closely matches your skills and interests.

Please read the enclosed materials, fill out this application and return it to:

604 N Center Street, Willow Springs, MO 65793

If you have any questions, you can call Joy Ellsworth at 913-522-3529. The Clement Waters Retreat Board will review your application and get back to you soon. Thank you!

Your name: \_\_\_\_\_

Your phone number: \_\_\_\_\_

Your address: \_\_\_\_\_

\_\_\_\_\_

Your email address (please write it carefully):

\_\_\_\_\_

Briefly describe why you would like to join the Clement Waters Retreat Board of Directors:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your current organizational affiliations (name of the organization and your role):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Which of your skills would you like to utilize on the Board? Check those that apply:

- Board development
- Strategic planning
- Staffing / HR
- Program development
- Financial management
- Fundraising
- Evaluation
- Community networking
- Training
- Marketing
- Volunteer management
- Facilities management

Other skill(s) of yours that you would like to utilize? \_\_\_\_\_

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What would you like to get for yourself out of your participation on the Board, e.g., what types of experiences, skills to develop, interests to cultivate for you, etc.?

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If you join the Board, you agree that you can provide 3-5 hours a month, which could include attendance to Board and committee meetings, or could include independent work on board objectives. You also agree that you do not currently have any conflict of interest that would stop you from regularly participating in Board decisions.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you are not selected as a member of the Board, or if you decide not to join, would you like to be a volunteer to assist our organization in various ways that match your skills and interests?

- Yes
- No
- Perhaps

Any other skill(s) of yours that you would like to utilize as a volunteer? \_\_\_\_\_

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