

### Board of Directors Candidate Application

For Corporate Office Use Only

Initial Application  
 Re-Application

Date \_\_\_\_\_

Name \_\_\_\_\_  
First MI Last Familiar name

Residence Address \_\_\_\_\_

County \_\_\_\_\_ Phone \_\_\_\_\_

Cell phone \_\_\_\_\_ Email \_\_\_\_\_

Employer Name \_\_\_\_\_

Your title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Type of business or organization: \_\_\_\_\_

Primary service(s) and area/population served: \_\_\_\_\_

Preferred method of contact: ( ) Work ( ) Residence

**Are you, or is any member of your immediate family, an employee of North Central WV Community Action, North Central WV Community Action Head Start/Early Head Start (grantee) or North Central WV Community Action delegate (i.e. Monongalia County Board of Education) OR related to employees of the above named ?**

( ) Yes ( ) No

**Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious, and social). \*Please use additional paper for space if needed.**

<u>Organization</u>	<u>Role/Title</u>	<u>Dates of Service</u>

**Education/Training/Certificates**

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**Skills, experience and interests (Please check all that apply)**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Finance, accounting  | <input type="checkbox"/> Personnel, human resources       | <input type="checkbox"/> Administration, management |
| <input type="checkbox"/> Nonprofit experience | <input type="checkbox"/> Community service                | <input type="checkbox"/> Policy Development         |
| <input type="checkbox"/> Program evaluation   | <input type="checkbox"/> Public relations, communications | <input type="checkbox"/> Education, instruction     |
| <input type="checkbox"/> Special events       | <input type="checkbox"/> Grant writing                    | <input type="checkbox"/> Fundraising                |
| <input type="checkbox"/> Outreach, advocacy   | <input type="checkbox"/> Other: _____                     | <input type="checkbox"/> Other: _____               |

**Please list any groups, organizations or businesses that you could serve as a liaison to on behalf of North Central WV Community Action Association Inc.**

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**How do you feel North Central WV Community Action Association Inc. would benefit from your involvement on the Board?**

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**Do you have a previous or pending criminal arrest/charge/indictment/conviction? ( )Yes ( )No (Conviction does not automatically disqualify an applicant) If Yes, state date(s) & nature of offense(s)** \_\_\_\_\_

**What Sector of the Board would best fit you, as described below?**

(Please check all that apply)

\_\_\_\_\_ **Low-Income Sector:** Must be willing to provide verification of household income that is at or below 80% of Area Median income for the county that you want to represent (please reference <http://www.wvhdf.com/programs/home-program> to see local Area Median Incomes or contact your local North Central WV Community Action Association Office for assistance).

\_\_\_\_\_ **Private Sector:** Should be a person who represents business, religion, education, law enforcement, legal, labor, and other professions.

\_\_\_\_\_ **Public Sector:** Both the elected and the appointed public officials selected to serve on the board shall have general governmental responsibilities which require them to be involved with poverty related matters.

**What region are you interested in representing?**

\*You must reside in one of the counties listed within the region(s).

\_\_\_\_\_ Region I – Monongalia, Marion, and Taylor Counties.

\_\_\_\_\_ Region II – Greenbrier, Pocahontas, and Randolph Counties.

\_\_\_\_\_ Region III – Preston, Tucker, and Barbour Counties.

Please provide 2-3 references that we may contact.

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

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

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

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

Personal or Professional (circle one)

Personal or Professional (circle one)

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

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

Personal or Professional (circle one)

Please tell us anything else you'd like to share.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Thank you very much for applying**

**NORTH CENTRAL WV COMMUNITY ACTION ASSOCIATION, INC.**  
**JOB DESCRIPTION: BOARD MEMBER**

**Requirements**

Members must be residents of the Region they represent. The exception to this requirement is the Policy Council Representative. All Board members shall be required to sign a Conflict of Interest statement.

**Responsibilities**

- The Board of Directors governs and directs the affairs of the agency consistent with the Articles of Incorporation and the By-Laws.
- As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.
- Included as one of the primary functions of the Board is to recruit and/or hire the Executive Director or Chief Executive Officer for the agency.
- Basic functions include:
  - Define the vision and the mission of the agency.
  - Set the goals and select the strategies that will enable the agency to achieve the desired future.
  - Ensure that agency finances are properly secured and that resources are properly mobilized.
  - Manage the relationship of the Board to several key constituencies, including: low-income people, elected officials, other human services organization, other community and collaborating groups, and funding entities.
  - Monitoring the Board's performance in meeting time schedules, accomplishing tasks, achieving goals, and corporate solvency.

**Terms of Office**

**A. Term Limits:** Members of the Board of Directors of the Agency shall serve subject to the following term limitations:

**1. Head Start Policy Council Member:** The Head Start Policy Council shall select one (1) member of the Board of Directors who shall serve for a one-year term, which begins in December of each year. The member may serve on the Board of Directors for additional years,

**2. Sector I Members:** Each Region shall have at least one (1) Sector I (Elected Official) standing member of the Board, who shall serve an initial two-year term. Subsequently, all Sector I standing members shall serve three-year terms.

**3. Sector II Members:** Each Region shall have at least one (1) Sector II (Private Sector) standing member of the Board, who shall serve an initial three-year term. Subsequently, all Sector II members shall serve three-year terms.

**4. Sector III Members:** Each Region shall have at least one (1) Sector III (Low Income Sector) standing member of the Board, who shall serve an initial one-year term. Subsequently, all Sector III members shall serve three-year terms.