

Polk County Continuum of Care Board of Directors Application

Instructions: Persons interested in serving on the Polk County Continuum of Care Board (CoCB) are asked to answer the following questions pursuant to appointment to the Board of Directors. Please keep your answers brief and informative. Your interest in CoCB membership is greatly appreciated.

Please attach your resume to this application. In addition to your resume, you are asked to complete the following form, sign, and send to Polk County Continuum of Care Executive Director, Angie Arthur, via email at aarthur@pctf.org no later than April 30, 2021. Qualified Board of Directors candidates will be contacted for the purpose of scheduling an interview. Those with questions regarding the CoCB or this application should contact Executive Director, Angie Arthur, at the email address listed above.

Name:

Professional and/or Volunteer Affiliation:

Address:

Email:

Phone:

Preferred Method of Contact (Email or Phone):

- 1. What makes the Polk County Continuum of Care mission meaningful to you?**

2. Identify some of your prior board/volunteer and/or leadership experiences.

3. What skills, connections, resources, and expertise do you have to offer and are willing to share on behalf of CoCB?

4. Do you have any personal or professional aspirations that could be enhanced by CoCB service?

Polk County Continuum of Care Board of Directors Job Description and Expectations

Board Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the Polk County Continuum of Care so as to support the organization's mission and needs.

Vision: Everyone in Polk County will have a safe place to call home.

Values:

1. **Collaboration** We will cultivate relationships and effective partnerships to identify and allocate diverse resources for our homeless community.
2. **Impact** We will strengthen and support our homeless delivery systems with a focus on transforming the lives of our most vulnerable populations.
3. **Empowerment** We will empower our community to function at the highest levels of service to develop safe places to call home.

Board Roles and Responsibilities:

- Implement and oversee the Strategic Plan
- Be accountable for all aspects of the organization's operations
- Organization of the Board of Directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Personnel evaluation and staff development
- Review of organizational and programmatic reports
- Fundraising and outreach
- Recruit new Board members
- Visit at least one Polk County Continuum of Care member agency site for every year of Board service
- Measure the Board's performance against Board responsibilities
- Respect the authority and action of the Board

**Members of the Board share these responsibilities while acting in the interest of CoCB. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

Length of Board Term: Three years, which may be renewed for one additional consecutive term, pending annual approval of the Board and confirmation by the Homeless Coordinating Council.

Meetings and Time Commitment:

- The Board of Directors meets the second Monday of every month from 12:00 PM to 1:30. Meetings are held at Polk County River Place at 2309 Euclid Ave. in Room 1A.
- Committees of the board meet monthly and on an as needed and as appropriate.

Expectations of Board Members:

- Not to miss more than 25% of all Board meetings or miss four consecutive Board meetings in a row without notifying the Board chair or Executive Director
- Participate on a standing committee of the Board, and serve on ad-hoc committees as necessary
- Be alert to community concerns that can be addressed by CoCB's mission, objectives, and programs
- Help communicate and promote CoCB's mission and programs to the community
- Become familiar with CoCB finances, budget, and financial/resource needs
- Understand the policies and procedures of CoCB
- Raise or personally contribute as you are financially able
- Ensure current and proposed programs/services are consistent with CoCB's mission
- Seek balance between the Board's responsibility to ensure quality, cost-effective programs and CoCB staff's responsibility to initiate and conduct them
- Support the Executive Director's responsibility for hiring, developing, and releasing staff
- Maintain confidentiality
- Vote with wisdom and integrity
- Resist pressures from groups or individuals who attempt to compromise values, goals, policies, or ideals, or who are self-serving

As a member of the Polk County Continuum of Care, I agree to abide by the expectations detailed within this document and to serve the Board of Directors with integrity and commitment.

Name

Date