

Trustee Application

Girls Incorporated of Monroe County

Thank you for your interest in becoming a member of the Board of Trustees for Girls Incorporated of Monroe County. Your application and accompanying materials will be reviewed by the Board at the next meeting (the board meets on the second Wednesday of every month) and you will be notified as to the status of your application soon thereafter. If you have any questions, please contact Lee Ann Jourdan, Executive Director, (812-336-7313 or ljourdan@monroe.girls-inc.org) or Kristi Gibbs, Board President (kristimgibbs@gmail.com).

In addition to completing this form, please attach the following materials:

- Cover letter describing why you would like to serve on the Girls Inc. Board, how you first learned of the organization, the special skills and talents you can bring to the organization, and anything else about yourself that you would like to share with the Board.
- Current resume.
- 1-2 paragraph personal biography.

Name Date

Street Address City State Zip

Home phone Office phone Email

Please answer the following questions:

1. How much time do you expect to commit to Girls Inc.? _____ hours per month

2. Is there anything that would be a potential conflict of interest if you were to serve on the board (i.e. work, personal contacts, etc.)? _____ Yes _____ No If yes, please describe:

3. If this is not already on your resume, please list your past and current board and volunteer involvement, including dates of service:

4. In an effort to create a board that reflects the diversity of our community and members, we would like to know some additional information about you. If you are comfortable sharing this, please describe your ethnicity, and share with us your age and the number of years you've been a resident of this community:

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5. In addition to attending all board meetings, raising or contributing \$1,500 each year, and serving as an advocate for the organization, all board members are expected to serve on at least one active committee. Below is a list of all our committees, along with a brief description of each. Please indicate your potential interest under each committee.

Finance Committee

Oversees the Corporation's assets; reviews the annual budget and recommends it to the Board for approval; monitors budget implementation and financial procedures; manage the Corporation's investments; reviews monthly financial reports and makes a presentation at each Board meeting.

Definitely interested Potentially interested Not at all interested

Trustee Development Committee

Develops written descriptions of trustees responsibilities; creates a plan for identifying prospective trustees; screens and interviews candidates; recommends candidates for Board approval; nominates Board officers; conducts orientation for new trustees; organizes continuing education for the Board; leads an annual evaluation of individual trustees and the Board as a whole.

Definitely interested Potentially interested Not at all interested

Fund Development Committee

Develops policies, plans, procedures, and schedules for Board involvement in fundraising. The committee shall educate trustees about Girls Incorporated's program plans, resources, fundraising skills and techniques.

Definitely interested Potentially interested Not at all interested

Program Committee

Recommends program policy to the Board; sets guidelines for Board involvement in program matters; monitors implementation of the strategic plan with regard to programs; recommends major program initiatives to the Board for approval.

Definitely interested Potentially interested Not at all interested

Risk Management/Infrastructure Committee

Responsible for ensuring a safe environment for employees, volunteers, and children served through implementation and regular review of risk management efforts. This includes transportation related policies and issues, as well as keeping the board informed as to the condition of the physical buildings, new construction plans, major renovation of existing facilities, and the grounds and real estate owned by Girls Inc.

Definitely interested Potentially interested Not at all interested

Strategic Planning Committee (every board member serves on this committee)

Responsible for studying and then recommending the need for changes and/or additions to the range of services rendered or to Girls Incorporated facilities.

Definitely interested Potentially interested Not at all interested

Personnel Committee (ad hoc)

Develops personnel policy guidelines in cooperation with the Executive Director; recommends the Executive Director's compensation to the Board; and reviews the annual personnel budget.

Definitely interested Potentially interested Not at all interested

Please return completed application and accompanying materials to:

Lee Ann Jourdan
Girls Incorporated of Monroe County
1108 W. Eighth Street
Bloomington, IN 47404