

Luther Burbank Home & Gardens Association
100 Santa Rosa Ave, Rm 10, Santa Rosa, CA 95404

Dear Prospective Board Member,

The Board of Directors would like to invite you to complete an application to join as a Director for the Luther Burbank Home & Gardens Association. The 501 (c)(3) corporation carries a nonprofit D&O liability insurance limit of \$2 million.

As a Director, you will be expected to be familiar with and agree to our Board Responsibilities and Duties of Directors and Officers, in Appendix A of this Application Package and in our Bylaws. By signing this application you indicate your understanding that we have a working Board and you agree you will meet these expectations:

- Extend your best effort to attend all regularly scheduled meetings and any special meeting
- Provide on average 10-12 hours per month (3-4 hours to prepare for and attend Board meeting; 2-3 hours to prepare for and attend committee meeting; 5 hours to handle special requests, projects and fundraising)
- Participate in at least one committee
- Prepare for all meetings by reading materials ahead of time and completing assignments
- Attend the mandatory new member Volunteer Association training in May
- Actively participate in fund development and fundraising activities
- Join the Friends of Luther Burbank Home & Gardens at the Benefactor (\$125) level during each year of service, or elect to make a one-time contribution directly to the organization in the amount of at least \$250 within the first 90 days of your term
- Continuously promote our mission, goals and accomplishments to the public
- Follow conflict of interest and confidentiality policies
- Identify potential new Board members
- Attend and/or work in at least two major fundraising events

The Board seeks individuals who demonstrate an interest in our mission to promote the life and legacy of Luther Burbank and ensure the protection of the historical landmark and the archives and collections. In addition the Board needs specific business and non-profit experience in areas related to our mission.

If you would like to be considered for membership on the Luther Burbank Home & Gardens Association Board of Directors, please print and complete the attached forms, and return them by mail, fax, or email to Luther Burbank Home & Gardens, 100 Santa Rosa Ave., Room 10, Santa Rosa, CA 95404, Fax 707-524-5827, Email burbankhome@lutherburbank.org.

Sincerely,

Melissa Jones
President

Board Member Application
Luther Burbank Home & Gardens Association
100 Santa Rosa Ave, Rm 10, Santa Rosa, CA 95404

Name _____

Address _____

Phone (Mobile) _____ (Home) _____ (Work) _____

Preferred E-Mail _____

How were you referred to our organization? _____

Profession / Occupation _____

Current Employer _____

Areas of Expertise or Interest

Expertise

Interest

Accounting / Fiscal Management	_____	_____
Administration / HR / Operations	_____	_____
Advertising / Public Relations	_____	_____
Archiving / Museum Management	_____	_____
Fundraising / Fund Development	_____	_____
Grant Writing	_____	_____
Legal Oversight / Risk Management	_____	_____
Marketing / Sales / Business Development	_____	_____
Online Tools / Social Networking	_____	_____
Public Speaking	_____	_____
Strategic Planning	_____	_____
Technology (PC's and related hardware and equipment; application software, networking, communications, security)	_____	_____
Training / Coaching / Facilitation	_____	_____
Writing (letters, articles)	_____	_____
Program Development / Evaluation	_____	_____

What type(s) of program(s) have you been involved with? _____

Other _____

Other _____

Please describe your current and prior Board experience (within the past 5 years)

Organization

Position/Office Held

Dates

Use a separate piece of paper if necessary.

Other volunteer or service affiliations _____

Please explain your interest in serving on the Board _____

Is there an area of personal or professional development where our Board can help you?

What 2 or 3 things could the Board do to make your Board service more satisfying and productive?

What contacts do you have? (Please check all that apply)

- Foundations
- Individuals who have made large donations to similar organizations
- Government agencies
- Related organizations
- Schools or universities that could provide interns or research help
- Loan sources
 - Banks and other financial institutions
 - Individuals
- Corporations and small businesses
- Attorneys who could provide pro bono help
- Consultants who could provide pro bono help
- Reports, editors, publishers
- CPA and/or tax expert
- Other _____
- Other _____

Comments / other things you would like us to know about you:

I hereby agree to the requirements stated in this application package and hereby request to join the Board of Directors for Luther Burbank Home & Gardens Association.

Name

Signature

Effective Date

APPENDIX A

BOARD RESPONSIBILITIES AND DUTIES OF DIRECTORS AND OFFICERS

Board Responsibilities

1. Set Direction
 - a. Determine and keep the Board focused on its mission, vision and values
 - b. Participate with staff to develop and monitor implementation of our annual and strategic plans.
 - c. Delegate authority for daily operations to the Volunteer Association and Administrative Director.
2. Ensure Resources
 - a. Ensure adequate financial resources are available by working with the Administrative Director to fulfill mission, goals and budget.
 - b. Promote awareness of the organization within the community and to relevant audiences around the world.
 - c. Ensure that adequate human resources are available by establishing and monitoring policies for paid staff and volunteers.
 - d. Participate in the assessment of the performance of the Board, and recruit and train board members who can contribute to the strategic goals.
 - e. Hire, support, evaluate, and set compensation for the Administrative Director.
3. Provide Oversight
 - a. Approve the annual budget and make certain that proper financial and risk management controls are in place.
 - b. Ensure compliance with legal and ethical standards.
 - c. Make certain the programs further the mission of the organization and address evolving community and audience needs
 - d. Review results achieved by management in pursuit of written annual and strategic goals.

Duties Of Directors And Officers

General Duties

It will be the duty of each Director, whether an at-large member or an officer, to:

1. Perform any and all duties requested or required of them collectively or individual by law, by the Articles of Incorporation, or by the Bylaws;
2. Appoint and remove, employ and discharge, and, prescribe the duties and fix the compensation, if any, of officers, agents and employees of the corporation;
3. Supervise all officers, agents and employees of the corporation to assure duties are performed properly;
4. Regularly attend and actively participate in board and committee meetings.
5. Register her or his postal and email addresses with the Secretary of the corporation. Notices of meetings mailed or emailed to such addresses shall be valid notices thereof.

Board President / CVO (Chief Voluntary Officer)

1. Oversee Board affairs and ensure the effective action of the Board in governing and supporting the organization.
2. Chair meetings of the Board. Prepare and distribute tentative agenda to all members of the Board prior to meetings.

3. Convene and chair Executive Committee meetings. Support, explain and promote all policies and programs adopted by the Executive Committee.
4. Work with Board members to establish and approve the priority of existing and proposed programs that will benefit the Association. Evaluate annually the performance of the organization and ensure that the Board is satisfied it has fulfilled all of its responsibilities in achieving its mission.
5. See that orders and resolutions of the Board are carried into effect in line with governance guidelines.
6. Play a leading role in fundraising activities.
7. Act as the representative of the board as a whole. Speak to the media and the community on behalf of the organization and represent the Association in the community.
8. Coordinate individual board member assignments.
9. Make sure each committee has a chair, and stay in touch with chairs to be sure their work is carried out. Serve *ex officio* as a member of committees and attend meetings as appropriate (not counted in determining a quorum).
10. Negotiate or designate a negotiator for contractual arrangements. Sign contracts or other instruments, except where the authority is required by law to be exercised by another person or is delegated by the bylaws or by the board to another officer or agent of the non-profit corporation.

Board Vice President

1. This position is the successor to the President.
2. Perform responsibilities of the President when the President cannot be available.
3. Participate closely with the President to develop and implement officer transition plans.
4. Perform duties as assigned by the President.
5. Perform other responsibilities as assigned by the Board—may be assigned to a special area of interim or ad hoc responsibility.
6. Oversee the orientation and training of new Board members.

Board Secretary

1. Attend all meetings and take minutes.
2. Make any changes needed in the minutes from the previous meeting.
3. Send copies of the minutes electronically to all Board members within two weeks following of the meeting. Accept corrections and reissues thereafter.
4. Help oversee maintenance of an adequate filing system that contains the history of the organization, current operating policies and procedures, and current and historical communications.
5. Ensure that all communications going out from the Board are accurate and correct and that copies and supporting materials are filed properly.
6. Assist with the development of presentations to be delivered by the Board.

Board Treasurer / CFO (Chief Financial Officer)

1. Keep accurate financial records for the non-profit corporation.
2. Manage the Board's review of, and action related to, financial responsibilities. May work directly with the bookkeeper or other staff in developing and implementing financial procedures and systems.
3. Chair the Finance Committee and prepare agendas for meetings, including a year-long calendar of issues. A separate Audit Committee may be chaired by a different person.

4. Ensure that appropriate financial reports are made available regularly to the Board. Regularly report to the Board on key financial events, other transactions by the Treasurer, trends, concerns, and assessment of fiscal health.
5. Distribute Expense Guidelines and Expense Report forms to all Board members.
6. Oversee deposits in the name of and to the credit of the Association to financial institutions designated by the board.
7. Disburse corporate funds and issue checks and drafts in the name of the Association as ordered by the Board.
8. Recommend to the board whether the organization should have an audit. If so, select and meet annually with the auditor in conjunction with the Finance and/or Audit Committees.
9. Ensure, through the Finance Committee, sound management and maximization of cash and investments.

Immediate Past President

1. In the event that the President cannot continue his/her duties, the Past President may serve in the interim until the Vice President steps in or another successor is named.
2. Serve as Chair of the Nominating Committee for the year following completion of term as President.
3. May be appointed by the President to chair an ad hoc committee such as Strategic Planning, Succession Planning, or Board Development.
4. Perform duties as assigned by the President.
5. Assist in recruiting Board members and other talent for volunteer assignments across the organization.
6. Assist committee chairs with finding committee members, setting objectives and budgets, recognizing contributions, and ensuring that work accomplishes the Board's strategic intent for the committee.

I have reviewed Board Responsibilities and Duties of Directors and Officers and agree to abide by the information, requirements and expectations contained herein.

Name

Signature

Date