



**EDMONDS COLLEGE
FOUNDATION**

BOARD OF DIRECTORS

Application Packet



Application for Board Service

Applicant Information

Name:	
Business/Organization:	Title:
Home City:	Work City:
Preferred Phone: CELL WORK HOME	Alternative Phone: CELL WORK HOME
Preferred Email:	Alternative Email:
Professional / Business / Volunteer affiliations and/or membership in other organizations:	

Areas of Experience, Talent, or Leadership

- | | |
|--|--|
| <input type="checkbox"/> Administration / Management | <input type="checkbox"/> Investments / Estate Planning |
| <input type="checkbox"/> Strategy / Strategic Planning | <input type="checkbox"/> Legal / Law |
| <input type="checkbox"/> Organizational Design | <input type="checkbox"/> Marketing / Public Relations |
| <input type="checkbox"/> Accounting / Audit / Policy | <input type="checkbox"/> Real Estate / Construction |
| <input type="checkbox"/> Diversity, Equity and Inclusion | <input type="checkbox"/> Fundraising / Grant Writing |
| <input type="checkbox"/> Understanding Community Needs | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Community Connections /
Coalition-Building | <input type="checkbox"/> Education |
| | <input type="checkbox"/> Other: |

Past Experience with Edmonds College or Edmonds College Foundation

Edmonds College

Alumna/us / former student

Years attended:

Employee

Department / years:

Other

Please specify:

Edmonds College Foundation

Donor

Committee Member

Special Event Attendee

Other

Please specify:

Supplemental Questions

Please take the space you need to answer the following questions for the committee's consideration of your application.

- 1. The Edmonds College Foundation believes that education has the power to transform lives. Transforming individual lives has the amplified effect of transforming our community. How have you seen or experienced the transformational impact of education – in your own life, the lives of others, at Edmonds College, or elsewhere?**
- 2. After reading the “reflections” page provided as part of the prospective board member materials, why is the Edmonds College Foundation the right cause for you, and why is now the right time for you to serve on the board? How do you hope board service will deepen your connection to the organization? What do you hope to gain from your service, and what do you hope to offer the organization through your service?**
- 3. Please describe your connection to the community, your professional background, and any relevant volunteer experience, including prior nonprofit board service, and any nonprofit board leadership positions you hold or held. You may also attach a resume and/or link to your LinkedIn profile to supplement your response.**

4. Please feel free to add anything else that will help the committee to understand your interest and capacity for serving on the board.

Time Commitment

Board meetings are generally held every other month (beginning in July) on the second Tuesday of the month from 4:30 to 6:00. Do you have any standing commitments that create a scheduling conflict?

Board members are required to serve on at least one standing committee. Generally, committees meet for one hour in the month's alternate board meetings. Once elected to the board, you will work with the Executive Director to find the committee assignment that best aligns with your skills, interests, and availability. Please indicate your availability for committee service below:

Monday

7am - 9am 9am - 12pm 12pm - 2pm 2pm - 5pm 5pm - 6pm

Tuesday

7am - 9am 9am - 12pm 12pm - 2pm 2pm - 5pm 5pm - 6pm

Wednesday

7am - 9am 9am - 12pm 12pm - 2pm 2pm - 5pm 5pm - 6pm

Thursday

7am - 9am 9am - 12pm 12pm - 2pm 2pm - 5pm 5pm - 6pm

Friday

7am - 9am 9am - 12pm 12pm - 2pm 2pm - 5pm 5pm - 6pm

Please add any additional comments on your availability to attend board and/or committee meetings:

What other volunteer commitments do you currently have?

Biographical Information

So that the board can understand your personal and professional background, and your connection to the community and Edmonds College, please provide a short biographical narrative (approx. 150 words):

Thank you for your interest in serving on the Edmonds College Foundation board! Please return this completed form to foundation@edmonds.edu.

Board Member Position Description

Overview

Foundation board members can expect to devote a minimum of four hours per month to Foundation activities. Board meetings take place every other month in addition to an annual board retreat (and board meeting). New member orientation takes place in July.

Responsibilities

- Attend five Board of Director meetings and a Board Retreat. Review meeting materials in advance.
- Serving on at least one Board standing committee and taking on special assignments as able:
 - Board Operations: Board Operations Committee manages and coordinates the board recruitment process and overall board governance.
 - Development: Development Committee manages and coordinates how the Foundation raises its funds.
 - Finance & Audit: Finance & Audit Committee manages and coordinates how the Foundation manages its funds.
 - Programs: Program Committee manages and coordinates how Foundation funds are distributed.
- Contributing to the success of Foundation events through attendance, sponsorship development, planning and inviting your professional and personal contacts to participate.
- Apply their personal knowledge and expertise toward the advancement of the Foundation's mission and that of Edmonds College.
- Suggest changes to the Foundation's by-laws, policies and procedures, annual goals, operational budgets, etc. That might improve its capacity to fulfill its mission.
- Remain abreast of the educational needs of the community and other factors that might impact the operations of the Foundation.
- Cultivate peers in the community, make introductions, and work with the Foundation staff to solicit gifts. Annually, host or assist in the development and execution of at least one impact event intended to steward existing supporters and cultivate new supporters, or foster board teamwork. Assist in the recruitment of new board members.
- Board Members are expected to make an annual unrestricted gift that meaningfully reflects their commitment to the College and their capacity to give. Working together with the Foundation's staff and Development Committee, the board member will develop a plan for achieving their annual fundraising goal which can include their personal gift as well cultivating and obtaining gifts from others.

Terms of Service and Service Dates

New members join once each year at the start of the fiscal year in July for a three-year term of service. New members commence orientation in their first month of service. Prior to the end of a member's term, the member's participation will be reviewed by the Chair of the Board and the Executive Director of the Foundation. Together, the member, the Board Chair or the Board Chair's designee, and the Executive Director will meet to discuss the potential for renewed service.

Service on the Edmonds College Foundation's Board of Directors is without remuneration.

For more information and submission of materials, please contact:

Edmonds College Foundation

foundation@edmonds.edu

425.640.1274

Board Membership Expectations

Please consider the following expectations of board members and what you should expect from Edmonds College Foundation.

As a Board Member:

1. I will review and accept the mission of Edmonds College and the Edmonds College Foundation as the guiding principles of service on the Board of Directors.
2. I will act as a representative of the Foundation in the community.
3. I will provide leadership in the Foundation's governance, reviewing the Foundation's annual goals and overall operations to ensure they are in accord with the overall development needs of the College. I will attend board meetings and retreats.
4. I will actively serve on one or more standing committees, including reviewing meeting materials in advance, and serve as a reader to review scholarship applications.
5. I will make a meaningful annual monetary contribution that reflects my ability to contribute and my commitment to the board's mission.
6. I will actively participate in one or more fundraising events.
7. I will attend relevant events, including fundraising, board training, orientation, College festivities, etc.
8. I will assist in donor introductions and stewardship.
9. I will apply my personal knowledge and expertise toward the advancements of the Foundation and College missions.
10. I will suggest changes to the Foundation's by-laws, goals, policies and procedures, operational budgets, that might improve its ability to fulfill its mission.
11. I understand the legal responsibilities of serving on a board, including the fiduciary obligations.
12. I will act in the best interests of the organization and excuse myself from discussions and votes where I have a conflict of interest.

From the Edmonds College Foundation:

1. I will receive an orientation to the board through a series of sessions during the first three months of service.
2. I will be assigned a current member of the board as a mentor.
3. I will receive timely notice of all board and committee meetings and other events I am expected to attend.
4. I will receive relevant materials, including financial reports, in advance of board and committee meetings in sufficient time to review them before meetings.
5. I will be given an annual opportunity to discuss with development staff my plan for supporting the Foundation's mission over the coming year with donations of time and money.
6. The board members and staff will help me perform my duties by keeping me informed about issues relevant to the Foundation's work.
7. Board members and staff will respond in a straightforward manner to questions I have that I feel are necessary to carry out my fiscal, legal, and ethical responsibilities as a board member.

Reflections on Becoming an Edmonds College Foundation Board Member

As you consider applying to become a member of the Edmonds College Foundation Board of Directors here are some things to consider:

Is supporting Edmonds College students a cause that is meaningful to me? Is the Edmonds College Foundation the right organization for me?

One way of approaching this question is to think about it as if you were planning to make a major donation to the Foundation—because you are. Service on the board requires you to make meaningful contributions of your time, talent, and treasure. Do you understand and believe in the missions of the College and the Foundation? Do they support goals and outcomes that are important to you? Do you value the College and the work of the Foundation enough that you are committed to contributing the time, energy, and money expected of a board member? Is the Foundation an organization that you believe makes good use of the contributions it receives?

Can I work with the Foundation and the College at this particular time?

Every organization evolves over time and goes through periods of stability, growth, and change—board service in each of these stages is a slightly different experience. Is the organization and the board in a place that I feel comfortable working with? Are the organization's leaders and members people I feel comfortable working alongside? Am I someone who is willing to get actively involved in the issues and work of the board?

Do I have the time to contribute to the Foundation's efforts? Can I commit to attending six board meetings a year, plus a similar number of committee meetings? Do I have the capacity to volunteer for activities in addition to regular meetings?

What can and what will I contribute to this organization?

Do I believe in the Foundation's work enough to make it one of my top giving priorities for the duration of my term of service?

Think about the skills, contacts, and perspective that you can bring to the board. Do you have specific skills that may help the organization achieve its goals? Are you willing to serve in a leadership role? Do you have a network of contacts that could benefit the missions of Edmonds College and the Foundation? Are you willing to serve as a facilitator to bring your network and the foundation together?

What do I want to get out of serving on this board?

Board service is meant to be beneficial and rewarding to both the organization and the volunteer board member. Sometimes, at the end of their term, board members express feelings that they did not really get deeply involved in the organization and either did not contribute as much as they expected or get as much out of the experience as they hoped.

As you consider applying to serve on the board, give thought to not only what you can contribute but what you hope to get out of serving on the board. For example, are you hoping to gain experience and knowledge in a management or service area that you do not have a strong background in already? Or, are you interested in meeting new people from a broad spectrum of the community? What do you hope to have accomplished or how would you like to feel at the end of your term of service?