

NF Midwest Board Application



On behalf of everyone at Neurofibromatosis (NF) Midwest, thank you so much for your interest in board service. We know that those with an interest in being a leadership volunteer have many choices. In our community, there are an array of remarkable organizations engaged in the important work of making our world a better place. We are humbled knowing that you are interested in us.

The following application offers us an opportunity to know more about you, your skills, attributes and what you would bring to our board. It also gives you a sense of what matters to us in any board candidate.

The goal of our process is to determine if we are a good fit for each other – your level of commitment and ability to deliver on our expectations so that we are confident that you can help us to increase the scope and impact of our work. On the other side, we want to know what motivates you and how you think about our organization so that we can help to create an excellent board experience for you.

Thank you again for your interest in our work and for taking the time to complete this application with thought and care. We look forward to reviewing it with that same level of thought and care and to continuing our conversations.

TIME COMMITMENT

Board meetings are usually held at 5:30 pm on the third Monday of January, March, May, August, September, and November. They are held at the NF Midwest office in St. Charles and typically run 2 to 3 hours. A limited amount of board officers may conference in remotely through video. In addition, each board member is expected to serve on a committee that would generally meet quarterly for 2 hours. Board members are also asked to attend special events throughout the year.

BOARD MEMBER RESPONSIBILITIES

Ensure effective planning. Boards must actively participate in an overall strategic planning process and assist in implementing and monitoring the plan's goals.

Ensure adequate financial resources. One of the board's foremost responsibilities is to secure adequate on-going financial resources for the organization to fulfill its mission.

Protect assets and provide proper financial oversight. The board must assist in developing the annual budget and ensuring that proper financial controls are in place.

Enhance the organization's public standing. The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.

Build a competent board. All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.

Hire, support and evaluate the chief executive. The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization.

Ensure legal and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical norms

PERSONAL INFORMATION

Name _____

Address _____

Home Phone _____ Work Number _____

Mobile Number _____ Email _____

Preferred Method of Contact: () Work () Mobile () Home

Employer _____

Employer Address _____

Type of Business / Organization _____

EDUCATION	
Institution	Degree/Major
Institution	Degree/Major

VOLUNTEER EXPERIENCE

Please list your past and present memberships on boards, committees and organizations: (business, civic, community, fraternal, political, professional, recreational, religious and social). It is not a requirement that you have previous board experience.

Organization	Role/Title	Date of Service
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Organization	Role/Title	Date of Service
Please describe any other volunteer experience(s):		

WHY NF MIDWEST?

Those committed to volunteering in a leadership capacity have an abundance of organizations to choose from. We really appreciate that you are offering to share your skills with NF Midwest. We'd like to hear more. Why our organization and not any other? Please share your motivation and what it is about our work that has led you to raise your hand to be a leading ambassador for us.

SKILLS / EXPERTISE

Please mark any skills and expertise you will bring to us that will strengthen our board and enhance the ability of our organization to deliver on its mission.

<input type="checkbox"/>	Accounting	<input type="checkbox"/>	Administration	<input type="checkbox"/>	Business Management
<input type="checkbox"/>	Campaign Planning	<input type="checkbox"/>	Education/Instruction	<input type="checkbox"/>	Event Planning

Skills/Expertise Continued

	Financial investment Management		Fundraising		Grant Writing
	Human Resources		Information Technology		Law/Legal Issues
	Leadership Development		Marketing/Social Media		Medical/Healthcare
	Volunteer Nonprofit Experience		Outreach/Advocacy		Professional Nonprofit Experience
	Program Evaluation		Public Relations/Media		Public Speaking/Presentations
	Reading Financials		Strategic Planning		Web Design
	Familiar with NF1		Familiar with NF2		Familiar with Schwannomatosis

We can't list ALL the wonderful skills and expertise you might have. Please, add any that you have which weren't covered above!

ATTRIBUTES

What traits do you hope to bring to the board.

	Collaborative
	Willing and able to lead a discussion
	Enthusiastic
	Manages time well
	Responsive to communications
	Good sense of humor

	Respectful of varying points of view
	Comfortable speaking in front of groups
	Facilitative style
	Optimistic
	Strong work ethic
	Ask tough questions with respect

FUNDRAISING

Among other responsibilities, board members play a vital role in raising funds for our organization. It is an expectation of board service that you will introduce people in your sphere of influence to our work and invite them to know and do more – as prospective volunteers, board members, staff and as donors. Our organization commits to providing you with the information and tools necessary for you to stand as a vocal and visible ambassador for our work.

Can you comment your level of comfort or any concerns with regards to our fundraising expectation?

TIME

Board service is a true commitment of time and energy. We estimated that board service should be a commitment of 3 to 6 hours each month. In addition, we ask for attendance at special events.

Do you have any concerns or potential conflicts that may serve as impediments to this time commitment? If so, how will you manage the demands on your time?

OTHER

Who, if anyone, recommended you for board service?

Have you ever been convicted, plead guilty, or plead no contest to a crime? (If yes, please explain)?

REFERENCES		
Please identify at least two references we can speak with.		
Name	Relationship	Best Contact (phone or email)
Name	Relationship	Best Contact (phone or email)

RESUME

Please attach your most recent resume and/or professional bio.