



WHITTIER ALLIANCE
Board of Directors Election Registration

Please fill out completely and return this form to the Whittier Alliance office no later than Wednesday, March 17th, 2010.

NAME _____

RESIDENCE ADDRESS _____

WORK/BUSINESS/PROPERTY ADDRESS

HOME PHONE _____ **EMAIL** _____

HOME FAX _____ **WORK/BUSINESS FAX** _____

HOW LONG HAVE YOU BEEN A MEMBER OF THE WHITTIER ALLIANCE?

WHY ARE YOU INTERESTED IN SERVING ON THE BOARD OF DIRECTORS?

WHAT EXPERIENCES/SKILLS/TALENTS DO YOU POSSESS THAT YOU FEEL WOULD BE AN ASSET TO THE WHITTIER ALLIANCE?

DESCRIBE ANY EXPERIENCES YOU HAVE HAD IN SERVING THE NEIGHBORHOOD AND/OR COMMUNITY (volunteer positions, committees, organizations, etc.):

WHAT ELSE WOULD YOU LIKE TO TELL ABOUT YOURSELF?

I have read the Whittier Alliance Board of Directors job description, and understand the responsibilities and I have participated in Whittier committees or volunteered for neighborhood activities. I give my permission to the Whittier Alliance to display this registration form at the Annual Meeting.

SIGNATURE _____

DATE _____

PROOF OF ELIGIBILITY HAS BEEN PROVIDED _____ **TYPE** _____

YOU ARE A MEMBER OF THE WHITTIER ALLIANCE IF YOU...

- ...are a resident of, or*
- ...are an employee of a business/organization located in, or*
- ...own a business in, or*
- ...own property in*

...THE WHITTIER NEIGHBORHOOD.

Whittier Alliance
10 E. 25th St
Minneapolis, MN 55404

**WHITTIER ALLIANCE
BOARD OF DIRECTORS
JOB DESCRIPTION**

PRIMARY RESPONSIBILITIES: Board members are legally, financially, and morally responsible for all activities of the organization. Board members are solely responsible for determining agency policies and monitoring outcomes.

Human Resources – Board members have four key responsibilities in this area.

1. Attending all Board meetings and actively participating in at least one committee.
2. Hiring, firing, and ongoing evaluation of the Executive Director.
3. Developing and regularly reviewing Personnel Policies.
4. Setting policy regarding how volunteers should be used, in what areas, and generally how the organization should treat, recognize, and celebrate its volunteers.

Planning – Board members have four key responsibilities in this area.

1. Setting and regularly reviewing the organization's mission/philosophy and goals.
2. Planning for the organization's future, on a long-term and short-term basis.
3. Deciding which services programs the organization provides and prioritizes as part of the planning process.
4. Evaluating the organization's programs and operations on a regular basis.

Finance - Board members have four key responsibilities in this area.

1. Ensuring financial stability and accountability of the organization.
2. Overseeing an ongoing process of budget development, approval and review.
3. Raising funds and ensuring that adequate funds are available to support the organization's policies and programs.
4. Managing and maintaining the organization's properties or investments in the best interest of the organization.

Community Relations - Board members have four key responsibilities in this area.

1. Ensuring that the organization's programs and services positively, equitably and appropriately address community needs.
2. Marketing the organization's services and programs in a coordinated fashion.
3. Providing ongoing public relations, including an awareness that Board members are always emissaries of the organization in the community.
4. Considering cooperative action, where appropriate, as there are times when participation in coalitions and partnerships are in the best interest of the organization and the community at large.

Organizational Operations - Board members have four key responsibilities in this area.

1. Assuring that the organization's structure, facilities, resources, and systems are adequate to carry out policies and programs.
2. Assuring that the Board's operations conform to By-Laws, Articles of Incorporation, policies, and mission of organization.
3. Complying with all applicable legal reports, requirements and responsibilities.
4. Maintaining confidentiality where appropriate, avoiding conflicts of interest, and otherwise operating with prudence, diligence, and in good faith.

Time Commitment – Board members should be able to commit to a minimum of five hours monthly

- 2 hours Board meeting
- 2 hours Committee meetings
- 1 hour Additional volunteer time (sub-committees, task forces, and other committee meetings)