**YWCA**

# 501 North Park Avenue Helena, MT 59601

**(406)442-8774**

***The YWCA of Helena is dedicated to providing women safe, affordable transitional housing and assistance in accessing available community resources.***

*YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom, and dignity for all.*

**YWCA Board of Directors**

**Candidate Application**



1. **General Expectations**

## Board Member Description

* 1. Eligible Board members hold and maintain current association membership.
  2. Work with and support the Executive Director to support the mission of the YWCA and implement the decisions of the Board
  3. Become knowledgeable about the YWCA of Helena, including the services provided and role in Helena.
  4. Communicate with and help other Board members and the Executive Director.
  5. Recruit potential members who are willing to contribute to the work of the YWCA of Helena and its Board of Directors.
  6. Follow trends and relevant issues.
  7. Establish and review strategic plans and goals.
  8. Carry out the decisions of the Board.

1. **Fiduciary Duties**
   1. Active Participation: Members of the Board of Directors must actively participate in the management of the organization, including attending meetings of the Board of Directors, evaluation reports, reading meeting minutes and other applicable activities.
      1. YWCA of Helena has regularly scheduled meetings once a month (2nd Monday of each month for approximately two hours per meeting.
      2. The expectation is that Board members will attend regularly scheduled meetings with a limit of three unexcused absences from Board meetings
      3. The attendance expectation and precedent has been that if a Board member is unable to attend she must check in with the President or Vice President prior to the meeting in order to receive an excused absence.
      4. In between regularly scheduled meetings, Board members will work with the Executive Director to carry out the decisions made at the meetings and will maintain open communication with each other and the Executive Director.
   2. Conflict of Interest: Board members will serve the organization as a whole rather than any special group or constituency. We will avoid even the appearance of a conflict of interest that may embarrass the Board or the organization. Individuals will disclose any possible conflicts to the Board in a timely fashion; and failure to do so will be cause for immediate removal from the Board of Directors.



## Name

First M.I. Last

## Preferred Address

Address Cell Home Phone E-mail

## Employer

Name Your title Address Cell Home Phone E-mail

## The YWCA Board of Directors uses e-mail to keep in contact. What is your preferred email address?

**Why are you interested in serving on the YWCA Helena Board of Directors?**

**Please describe education background as well as any additional training or certificates you have received?**

**How much time are you able to commit each month to the Helena YWCA Board of Directors?**

**Do you have experience with any YWCA programs? (WINGS, the Placer Pantry, or Life Skills Classes)**

**If yes, please explain.**

**Do you have experience in the area of serving women? Professional If yes, please explain.**

**Volunteer**

**Please list your volunteer/board experience, including organization name, title, and dates.**

**Please tell us about the special skills/experiences you would bring to the Helena YWCA Board of Directors.**

**What committees would you be interested in serving on? (Check all that apply)**

Building Committee

The Building Committee is the delegated authority to act in an advisory capacity to the Board of Directors and the Executive Director in fulfilling the Board’s fiduciary duties to maintain a safe, clean, comfortable, and sustainable facility.

Executive Committee

The Executive Committee is delegated the authority to act for the Board in fulfilling the Board’s fiduciary duties by engaging in the activities identified in the Charter and by acting for the Board between meetings to the extent allowed by law and within the limits established by the Charter and the Bylaws.

Finance Committee

The basic responsibility of the Finance Committee is to oversee the activities of the YWCA Helena to ensure its fiscal stability and long-term economic health.

Governance Committee

The basic responsibility of the Governance Committee is to develop and oversee Board policies related to governance matters.

Nominations Committee

The Nominating Committee shall present to YWCA Helena electorate a ballot, including nominees to the Board of Directors and Nominating Committee according to the Bylaws.

Social and Justice Committee

The basic responsibility of the Social and Racial Justice Committee is to advise the Board and Executive Director on issues related to social and racial justice activities necessary to fulfill the missions of YWCA Helena and YWCA USA.

Community Engagement Task Force

The Community Engagement Task Force helps develop and execute marketing and fundraising strategies.

Secret Seconds Task Force

The Secret Seconds Task Force evaluates the feasibility of a thrift store as a long-term revenue producer and, if so feasible, prepares a business plan for the same.

## I am including the following attachments: (Check all that apply)

Recent resume or Curriculum Vitae

Biography (200 words)

Photo

## Age

Under 21

21-30

31-50

## Race/Ethnicity

Asian/Pacific Islander

Black/African American

Native American

51-65 White/Caucasian

Over 65

Hispanic/Latino

Other

## As a potential Board Member of the YWCA of Helena, please place an X next to the topics you are interested in becoming more involved with or learning more about.

Domestic Violence

Economic Liberation for women

Empowering women

Fulfilling the mission statement to: Empower Women, Eliminate Racism.

Fundraising and/or Grant writing

Historic Building Maintenance and Repairs

Homelessness

Laws related to Domestic violence

Mental Health

Non-profit management and/or organization

Poverty

Poverty Law

Substance Abuse prevention and treatment

Mental Illness Treatment

Racism

Transitional Housing Program

Youth issues

YWCA Signature Programs

Other (please describe)

## Please initial your acknowledgment of each statement, then sign and date below.

I understand that in order to serve as a Board Member of the YWCA of Helena I must retain a current and valid membership.

I understand that as a Board Member of the YWCA of Helena I am expected to lead or assist in developing new or continuing resources to the organization.

I understand as a Board Member of the YWCA of Helena I am bound by the not=for profit laws and regulations of the State of Montana.

I understand that as a Board Member of the YWCA of Helena that I have a responsibility to apprise the Board of conflicts of interest that I may have, and to remove myself from voting where a conflict exists. I pledge to avoid both the appearance and actuality of any conflict of interest.

I understand as a Board Member of the YWCA of Helena I pledge to be up to date in my knowledge of the bylaws, financial reports, meeting minutes and other documents pertaining to the operations of the YWCA of Helena and that I will devote the time necessary to stay current and to participate in the Board meetings, email and other communication as required.

Signature: Date: