

Sister's of the Spirit

Board of Directors

Application Packet



Educated, Beautiful, Spiritual & Loved

**Please complete packet in it's entirety and mail to:
Sister's of the Spirit, Inc
P.O. Box 140631
Kansas City, MO 64114**

You may also email your packet to: admin@sistersofthespirit.org

Board Member Job Description

Responsibility Summary

1. Regularly attends board meetings and important related meetings.
2. Makes serious commitment to participate actively in committee work.
3. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
4. Stays informed about committee matters, prepare themselves well for meetings, and reviews and comments on minutes and reports.
5. Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
6. Is an active participant in the committee's annual evaluation and planning efforts.
7. Participates in fund raising for the organization (nonprofit only).

General Responsibilities

Board Members must · comply with applicable laws and bylaws; · conduct board business effectively and efficiently; · are accountable for their performance.

Accountability

Board Members are accountable to the Board Chair as specified in the bylaws. The Chair may delegate specific duties to the Executive Director, Board members and/or committees as appropriate; however, the accountability for them remains with the Chair.

Specific Duties

Meetings

Board Members are expected to play an active role in all board meetings by attending all designated meetings (live and/or conference call), driving program initiatives/leading committees and carrying out any assigned duties.

Fund Raising

Board Members must play an active role in fundraising campaigns through personal contributions of services and money.

Sisters of the Spirit, Inc
Board Application

Name: _____

Address: _____

Telephone (home, cell, and work): _____

Fax: _____

E-mail: _____

Current Occupation and Title: _____

Education College/University: _____

Religious Affiliation: _____

Role Applying for: _____

Brief Biographical Sketch - Previous non-profit experience, roles held, leadership experience, and community involvement.

Brief Narrative: Explain your philosophy as it relates to SOTS mission of empowering women. Why you feel you are qualified for this role?

Signature: _____ Date: _____