

## Board Member Position Description

### **Purpose of the Board**

The board of directors has the responsibility to set the mission of the agency and provide guidance to the executive staff. The board has a fiduciary responsibility to see that agency resources are utilized in accordance with the mission and that it operates in a legal manner.

Being a board member means being individually responsible for the long term direction and viability of the organization. Members attend all board meeting and organization functions. Members support staff publicly and privately. Members help with fundraising to the best of their ability. Members support the mission of the organization in word and deed.

Members do not oversee the day-to-day functions of the organization nor do they do the work of paid staff unless invited to do so as a volunteer.

### **Reporting Relationship:**

All members of the Board report to the Elected Board Chairman.

### **General Powers and Responsibilities**

The Board of Directors shall be accountable for the governance of Cocoon House and shall hold such powers and authority as provided to governing boards by the articles of incorporation, the bylaws and applicable laws.

### **Board Governance**

- Recruit, retain and evaluate fellow board members
- Monitor the performance of the CEO
- Regularly attend meetings of the board and committees on which you serve
- Set strategic direction and monitor success
- Financially support the agency and assist in fundraising efforts

### **Qualifications**

The Board will regularly review its needs and recruit based on that assessment. Employees of Cocoon House and all spouses, children, parents and siblings (whether by blood or marriage) of employees of Cocoon House are not eligible to be members of the board as stated in the bylaws (article 2.5).

### **Election and Terms of Office:**

All Directors shall be elected to serve 3 year terms unless expressly elected to fill a vacancy created by the resignation or removal of a Director whose term had yet to expire or a shorter term is expressly established by the Board at time of the election (i.e. Student Representative Position). Terms of office shall commence immediately following the meeting at which the director is elected, or as otherwise designated at the time of election (Terms begin and end in conjunction with fiscal year). Renewal of terms shall take place at the Annual meeting of the Board (scheduled for April) each year. No Director shall serve more than 5 consecutive appointments with the exception of filling an unexpired term when the remainder of the term is less than 6 months. Members will be eligible for re-election following 1 year of elapsed time of non-service.

The Board may in its sole discretion appoint a Committee to nominate a number of nominees for Director equal to the number of directorships which are vacant or will become vacant at the annual meeting or whenever necessary to fill vacancies created as a result of the resignation or removal of a Director. Appointments will be made based on majority vote (a quorum 1/3 of the voting members, as defined in the bylaws, must be present).

**Removal of Directors and Resignations:**

A director may be removed from office at any meeting of the Board with or without cause, by two thirds vote of those present at the meeting. Absence from 3 consecutive regular and special meetings or failure to attend 4 out of 6 regular and special meetings will automatically require the board to vote on removal.

Any director may resign at any time by delivering notice to the chair or secretary in writing or by giving notice at any meeting. Any notice will take effect at the time specified and does not require a vote to become effective.

**Responsibilities of Directors:**

Ensure financial stability and drive policy, including the duties as a member of any committee of the Board upon which the Director serves, in good faith, in a manner believed to be in the best interest of the agency.

- Regularly attend scheduled meetings of the Board
- Serve on at least one committee
- Regularly attend scheduled committee meetings on which the member serves
- Attend and represent Cocoon House at community events and activities
- Attend and host a table for at least one fundraising event each year
- Attend and represent the agency at one special event each year
- Monitor annual operating budget and special project budgets as appropriate
- Evaluate the performance of the CEO
- Monitor and evaluate the agency's programs and services
- Interpret and promote the mission, goals and objectives of the agency to increase public awareness, understanding and support of the agency
- Financially support Cocoon House annually with a significant gift at a level that is comfortable
- Solicit financial support on behalf of the agency

I, \_\_\_\_\_, have read and agree to perform the duties of Board member as described above. I acknowledge the terms of membership and understand that failure to perform the duties and follow the terms may result in removal from the board in this position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Office Use	
Date Received: _____	Voting Result: _____
Date Submitted to Board: _____	Term Begin Date: _____
Voted on Date: _____	First Term End Date: _____

## Board Member Application

To learn about each applicant, Cocoon House requests the following biographical information from all potential board and committee members. If you do not wish to list particular information such as your home phone number on the roster please let us know.

### Personal Data

Name \_\_\_\_\_

Occupation \_\_\_\_\_

Company \_\_\_\_\_

Title \_\_\_\_\_

Business Address \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

Home Address \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Business \_\_\_\_/\_\_\_\_ Home \_\_\_\_/\_\_\_\_ Cell \_\_\_\_/\_\_\_\_

Fax \_\_\_\_/\_\_\_\_ Email Address \_\_\_\_\_

Which is your preferred mailing address? \_\_\_\_\_ Home \_\_\_\_\_ Business

Birth Date \_\_\_\_\_

Relationship Status (Single, Married, Partnered) \_\_\_\_\_

Spouse/Partner's Name \_\_\_\_\_

Family information: \_\_\_\_\_

\_\_\_\_\_

**Education** \_\_\_\_\_

\_\_\_\_\_

**Professional Associations and Clubs** \_\_\_\_\_

\_\_\_\_\_

**Associations with Nonprofit Organizations** \_\_\_\_\_

\_\_\_\_\_

**Experience Relevant to Serving on Cocoon House's Board** \_\_\_\_\_

\_\_\_\_\_

**Reasons for Serving on Cocoon House's Board** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Level of Commitment to Diversity on the Board** \_\_\_\_\_

**Any Previous Experience with Marginalized Populations? Please elaborate** \_\_\_\_\_

\_\_\_\_\_

**I am interested in: (check all that apply)**

- |   |  |
|---|--|
| <input type="checkbox"/> Board of Directors | <input type="checkbox"/> Board Development Committee |
| <input type="checkbox"/> Advisory Board     | <input type="checkbox"/> Fund Development Committee  |
| <input type="checkbox"/> Finance Committee  | <input type="checkbox"/> Program Committee           |

**Additional Information** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Please return completed application to:*

Alex Price, Executive Assistant, Cocoon House, 2929 Pine Street, Everett, WA 98201 or [alex.price@cocoonhouse.org](mailto:alex.price@cocoonhouse.org)