

**Redwood Coast Seniors, Inc.
Board of Directors Application**

Please complete this application. It may be hand written, printed or emailed. You are welcome to include a resume or other information you think might be helpful. The Board will use this information to select new members who provide balance to the existing skills and interests of present Board members and bring new needed perspectives and experience to the the Board. Please read the attached document to gain a greater understanding of the mission of Redwood Coast Seniors and the qualifications and expectations needed in Board members, plus the role and legal responsibilities of this important commitment

Applications should be submitted to the Executive Director, at the Senior Center Office, or emailed to director@rcscenter.org. Personal statements and attached materials will be treated confidentially, and reviewed only by Board Members and the Executive Director. Call the Director at 964 0443 for further information.

Name _____

Address _____

Home/Work Phone: _____

Cellular (optional) _____
(Please indicate primary phone)

e-mail _____

Please answer these questions on an additional page.

1. Provide a brief description of your work experience and education.
2. Describe other Boards or Organizations you have served and how that might be relevant to joining the Senior Center Board
3. After reviewing the skills desired and responsibilities of a RCSC Board Member, do you have special skills or experiences that you would bring to the job?
4. What do you view as the most crucial needs of elders in our community and in the greater society?
5. How personally familiar are you with the mission and the various programs of the Senior Center?
6. What aspects of Senior Center Board work especially interests you?
7. Are there specific things you would hope to accomplish as a Board Member
8. Please explain what level of time and energy you would be able to share with the RCSC as a board member?
9. Is there anything else about your interest in serving on the Senior Center Board that you would like to share?

Redwood Coast Seniors, Inc
Board of Directors Application Information

Mission Statement

The Mission of Redwood Coast seniors is to provide a community center for activities and services that support optimal wellness and healthy aging for all seniors on the Mendocino North Coast.

What is needed in a Board member for the Redwood Coast Senior Center?

A RCSC Board of Director needs to first have a deep concern for the welfare of all older adults in the Mendocino Coast and passion to support and enhance the mission and services provided by the center. Professional skills and experience in finance, business, fund raising, the law, social services, personnel, or public service /nonprofit administration related areas would be greatly valued, but not required.

A board member also needs to have the time and commitment to attend monthly board meetings, actively participate on at least one standing board committee and participate in other center projects, ad hoc board committees, and fund raising activities to the degree they are able.

Board members further need to be open to diverse ideas and individuals, have a willingness to work with others toward consensus when possible, compromise when needed, with respect for fellow board members, RCSC staff, volunteers and consumers of center services. A sense of humor is a benefit!

Application Procedure for Redwood Coast Seniors, Inc. Board of Directors

Please study this application packet to gain a greater perspective on the roles and legal responsibilities of board membership.

- 1) Complete the application and attach a resume if desired.
- 2) Participate in at least one informal lunch meeting with one to two board members and the Executive Director.
- 3) Attend at least one monthly board meeting prior to the election if time allows within the recruitment and application period.
- 4) Participate in a formal interview by a quorum of Board of Directors at the annual or special election board meeting. The Election Advisory Group members

and the Executive Director will participate in the interview process, but not have voting rights. All candidates would be asked initially the same set of questions.

5) Election to the board will be by a majority yes vote that the individual candidate meets the qualifications for board membership per the RCSC by-laws, and that their participation would be conducive to a professionally functioning board.

6) The election will be by a quorum of current board members at an annual election board meeting or special election meeting. If more candidates are voted as qualified, with equal number of votes than open seats are available, further voting would be required to select the successful candidate.

7) If not enough qualified candidates are voted into membership to fill vacancies, then the election recruitment procedure would be repeated.

What is Redwood Coast Seniors, Inc.?

It is a nonprofit California corporation chartered on May 23, 1973 to comply with the General Nonprofit Corporation Law of the State of California and also with Section 501 (c) (3) of the Federal Internal Revenue Code. It was organized to provide senior citizens with support and programs in the areas of social services, education, nutrition, employment, and recreation. It may not carry on any activity for the profit of its members, nor participate in any political campaign on behalf of any candidate for public office. The rules by which the Corporation may conduct its activity are specified in Bylaws initially adopted by the first Board of Directors, and subsequently amended in accordance with those Bylaws.

Is the Redwood Coast Senior Center a public or private organization, and are Board meetings and actions, and staff meetings and actions, public or private?

The original founders of the Center created a private, nonprofit 501(C)(3) corporation with several special obligations regarding public disclosure:

1) That the Board of Directors record their decisions, passed by a majority vote of the members, in minutes that are open to review by the public

2) That all financial transactions of the organization be accurately recorded in records that are open to review by the public

3) That the Bylaws and related operating procedures shall be available to the public.

The Board has the right and responsibility to determine whether any other

aspects of its activities, meetings, correspondence, or conduct of business on its behalf by staff shall be done privately or publicly. Currently the Board policy is that meetings are public with the option of conducting some discussions privately in closed session, usually relating to legal procedures or personnel matters. Like most businesses, staff meetings and daily business conduct is mostly done privately. The degree of this privacy is a matter for the Board to determine in its review of policies and procedures. However staff policy is to be available to the public, to listen carefully and respond thoroughly to public input, to fully explain any procedure or action, and for the Director to arrange Board access for anyone who is not satisfied with staff response.

In general, private, nonprofit corporations are therefore mixed institutions. They are like any private business organization except for the requirements that they make their official decisions and financial records public, and their activities are restricted to supporting the mission for which they were organized. In return for abiding by these restriction they may receive tax exempt contributions, are exempt from corporate income tax, and may receive various governmental and other nonprofit foundation funding.

What are the responsibilities of the Board of Directors?

The Board of Directors is charged to govern the actions of the Corporation which includes the following responsibilities:

1. To establish and review the rules and procedures in the Bylaws that guide the conduct of the Board in governing the Corporation.
2. To identify and clearly state the mission of the Corporation and to identify, prioritize and clearly state the primary activities by which that mission shall be fulfilled.
4. To employ, supervise, and evaluate an Executive Director who shall be charged to develop and execute strategies for conducting the primary activities of the Corporation.
5. To authorize and review the prudent expenditure and collection of funds, the execution of contracts, and the maintenance of accurate financial records.
6. To record all official actions of the Board in accurate minutes which shall be maintained securely, and made available at the Senior Center office, in printed copy form, in a timely manner, for inspection by any person upon request.
7. To represent the Redwood Coast Senior Center to the public, and to collectively and individually raise funds for the operation of the Center.

8. To establish a procedure for hearing and responding to complaints and grievances; recommendations for action; and request for information from individuals who are dissatisfied with staff responses to such matters.

Besides reviewing each month's business and making appropriate decisions, does the Board have other governance responsibilities?

Yes, there are a number of other governance tasks the Board does every year, as well as reviewing reports from each Department Manager at least once each year.

- 1) Reviewing and adopting an annual operating budget for the Center.
- 2) Establishing goals and outcomes for each of the Center's programs, and reviewing the strategic plan submitted by the Executive Director for achieving those goals.
- 3) Reviewing the Personnel Policy Manual.
- 4) Reviewing the Financial Procedures Manual.
- 5) Reviewing the Corporation Bylaws and any other Board operating policies and procedures.
- 6) Conducting a formal review and evaluation of Executive Director.
- 7) Reviewing midyear and final monitoring Reports from each funding agency.