**APPLICATION FOR BOARD MEMBERSHIP**

**Mission Statement:**

**To provide supportive housing and/or**

**services to individuals and families with disabilities, particularly mental illness.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please provide a summary of why you would like to become a Board Member of SPIN:

Have you ever served or are you currently serving on a Board? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If YES, please provide their name and mission statement:

Are there any conflicts of interest you are aware of between this board and your personal, business, social or other ideas, activities, views or groups you are a part of? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If YES please explain:

What skills or knowledge will you bring to aid in the mission of SPIN?

There is an expectation of involvement beyond attending meetings. What obstacles may prohibit your active participation in board meetings, retreats, etc.?

There is an expectation that each board member may serve in the capacity of Chair, Treasurer, Co-Chair, Secretary, etc. for the required term. Are you willing to actively serve for the required term if nominated?

By signing and submitting this application you agree that if you become a board member you may not profit, in any material way, from your participation in SPIN events or as a board member. Such participation is solely on a volunteer basis.

Dated this \_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Signature

**Board Member Contract**

**RESPONSIBILITIES**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand that as a board member of Supporting People in Need I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward. As part of my responsibilities as a board member:

1. I will interpret the organization’s work and values to the community, represent the organization, and act as a spokesperson.
2. I will attend at least 75% of board meetings and committee meetings.
3. I will attend special events including fund raising and outreach events held by SPIN.
4. I will excuse myself from discussions and votes where I have a conflict of interest.
5. I shall stay informed regarding SPIN and its activities. I will ask questions and request information, so that I will stay informed.
6. I will participate in and take responsibility for making decisions on issues, policies and other matters. I will not stay silent if I have questions and concerns.
7. I shall work in good faith with staff and board members as partners toward achievement of SPIN’s goals.
8. If I am unable to fulfill these commitments to the organization, I will expect the Board Chair to contact me and discuss the issues preventing me from fulfilling my duties.
9. It is understood that I shall not receive any compensation for my service while on the SPIN Board

Supporting People in Need is responsible to its board members to:

1. Provide financial reports at least quarterly
2. Provide a list of activities that allow me to meet my obligations to the board
3. Board members shall be available to me, so I may discuss concerns, ask questions and insure my duties and commitments are met.
4. Board members shall respond to my questions, in a straightforward manner, necessary to carry out my duties and commitments. Board members and staff shall work with me, in good faith, toward achieving our goals.
5. If SPIN does not fulfill its commitments to me, I may reach out and contact the Chair, Co-Chair and/or Director of Operations, to discuss the issues.
6. At no time shall SPIN provide compensation to me for my participation

Dated this \_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair of SPIN

A copy of this document is to be made.

Original to be kept with SPIN and copy to be provided to Board member.

Board Member

Expectations of the job

**Chair**

Chair must attend each meeting. If they are unable to attend, then Co-chair needs to be notified of such.

Chair presides during the meeting, assuring each meeting is held per bylaws. The Chair brings the meeting to order and closes the meeting.

Chair is required to provide appropriate documentation to board members when requested by a non-attending Board Member

Chair certifies, by signature, the minutes

**Co-Chair**

Co-chair takes the place of Chair when not present. It is expected that if Chair is not present Co-chair has been notified by Chair and Co-chair must be present.

Co- Chair presides during the meeting, assuring each meeting is held per bylaws. The Co-Chair brings the meeting to order and closes the meeting.

**Secretary**

Secretary is expected to be present at every meeting. If they are unable to attend a meeting it is the responsibility of the Secretary to find a replacement secretary for that meeting.

Secretary is required to take detailed minutes of the meeting, to type minutes and provide copies for each member at the next meeting. It is the responsibility of Secretary to insure the meeting minutes are certified by Chair and Secretary and to maintain a copy of the certified minutes in a safe location.

**Treasurer**

Treasurer is expected to attend each meeting. If they are unable to attend a meeting it is Treasurer’s responsibility to provide the necessary documents, if needed, for the missed meeting directly to the Chair.

Treasurer is required to maintain the financial records of the board and entity (SPIN) to include monthly profit and loss statements, input all income and outgoing monies, provide financial reports as required by the board members and by-laws. Treasurer is required to complete all Tax information, state and federal in accordance to regulations.

**Director of Operations**

Director of Operations is expected to attend all meetings and is responsible for insuring the day-to-day operations of the transitional housing apartment. Director of Operations will be required to complete and insure all necessary Grant requests are processed in accordance to each Grant requirement. Director of Operations will be responsible for State of NM and Attorney general paperwork insuring that each document is completed in accordance to the entity’s requirements. If Director of Operations is unable to attend a board meeting they are solely responsible for providing information to Chair.