



# Prospective Board Member Information Sheet

(rev. 9/2018)

Thank you for your interest in Austin's House and serving on our Board. The following questions are meant only to provide insight into your interests, experiences, and qualifications. You will be invited to meet the board members and speak with them before making any firm decision on membership. If you have questions, please don't hesitate to contact our Executive Director at 775-267-6711.

Please complete this form and mail to: Austin's House  
Attn: Vice President  
PO Box 784, Minden, NV 89423.

Or, email to: [vice.president@austinshousenv.org](mailto:vice.president@austinshousenv.org)

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

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

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Use as much space as needed to respond to the following questions:

1. Our board meets on the second Tuesday of each month at 5:30 pm. Meetings generally last about 1 ½ hours. Additional obligations may include committee meetings and attendance at fundraising events. Do you feel you would be able to commit to that amount of time?
2. Briefly describe your background:
3. Describe the qualifications you possess which you feel would be an asset to this board.
4. Describe any individual experience you have (past or present) working with or relating to youth and families.

- 5. What do you feel is the community's responsibility when it comes to caring for children when their parents are unable?
  
- 6. In your opinion, how do you think the Board of Directors can best support the Mission Statement of Austin's House?
  
- 7. Do you have any potential conflicts of interest, such as a position on another board, which may compete for the same funding sources? If yes, please explain.
  
- 8. Because Austin's House is in the business of working with children, you could be asked to submit to a background check. Do you agree to participating in a background check?  Yes  No

9. Occupation: \_\_\_\_\_

Years in industry: \_\_\_\_\_

Position:

- Owner
- Executive Management
- Management
- Support Staff
- Volunteer
- Other: \_\_\_\_\_

**10. Volunteer Experience:**

| Name of Organization and Position/s Held | Dates of Service |
|--|------------------|
|  |                  |
|  |                  |
|  |                  |
|  |                  |
|  |                  |

11. I have skill sets in the following areas (check all that apply):

- Marketing/PR
- Public Speaking
- Home Improvement
- Networking
- Legal
- Clerical/Administrative
- Customer Service
- Fundraising
- Community Involvement
- Human Resources
- Graphics
- Sales/Business Development
- Media/Web Content
- IT—General
- Program Management
- Accounting/Finance
- Education/Training
- Property Management
- Other: \_\_\_\_\_

12. My Strengths (check all that apply):

Organized

Time Management

Social Skills

Analytical

Methodical

"Worker Bee"

Team Lead

Active Listener

Other: \_\_\_\_\_

13. How long do you reasonably expect to serve on the Board of Directors? \_\_\_\_\_

14. Are you interested in an Executive Board position (two-year term)? If so, which?

President

Vice President

Secretary

Treasurer

15. Which committee(s) are you interested in joining:

Finance

Public Relations/Marketing

Fundraising

Special Appointed Committees, as needed

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_