



Prospective Board Member Information Sheet

(rev. 11/2020)

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 Vice President at vice.president@austinhousenv.org.

Please complete this form and email to: vice.president@austinhousenv.org

You may also print and mail to: Austin's House, Attn: Vice President, PO Box 784, Minden, NV 89423.

Name: _____

Address: _____

Phone: _____ **E-Mail Address:** _____

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

1. There is a significant time commitment to serving on our board. Our board meetings are on the second Tuesday of each month at 5:30 pm. These meetings generally last about 1 1/2 hours. However, additional obligations include committee meetings and assisting with our annual fundraiser, around 3-6 hours per month. Do you feel you would be able to commit to that amount of time?
2. Members of the board are expected to participate financially by giving a meaningful donation each year. Will you be able to commit to an annual donation?
3. How did you hear about Austin's House?
4. Briefly describe your background:

5. Describe the qualifications you possess which you feel would be an asset to this board.

6. Describe any individual experience you have (past or present) working with or relating to youth and families.

7. What do you feel is the community's responsibility when it comes to caring for children when their parents are unable?

8. *"The mission of Austin's House is to provide a safe haven for any child in need; to provide a nurturing living and learning environment; to promote the health and well-being of children through assessment and appropriate intervention."*

In your opinion, how do you think the Board of Directors can best support our mission statement?

9. 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.

10. 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

11. What is your occupation? _____

Name of Company: _____

Years in industry: _____

Position:

- Owner Executive Management Management
 Support Staff Volunteer Other: _____

12. Volunteer Experience:

Name of Organization and Position/s Held Dates of Service

Name of Organization and Position/s Held	Dates of Service

13. 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: _____

14. My Strengths (check all that apply):

- Organized Time Management Social Skills
 Analytical Methodical "Worker Bee"
 Team Lead Active Listener Other: _____

15. How long do you reasonably expect to serve on the Board of Directors? _____

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

- | | |
|------------------------------------|---|
| <input type="checkbox"/> President | <input type="checkbox"/> Vice President |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Treasurer |

17. Committees are how we accomplish our mission. In which of these would you be interested in serving?

- Annual Fundraiser
Responsible for planning, organizing, and executing the annual fundraiser event.
- Community Outreach
Responsible for marketing Austin's House to the public by sending and tracking the annual appeal letter, postcard campaigns, or any other means of keeping the public aware of our organization.
- Donor Management
Responsible for tracking all donors and associated data and for sending thank you letters to those donors.
- Finance
Responsible for reviewing our financial documents quarterly and overseeing our investment account bi-annually.
- Public Relations/Media
Responsible for keeping the public informed about our accomplishments, needs, and news through Facebook, social media, and news outlets.

Signature: _____

Date: _____