



Board Member Application and Information Sheet (rev. 6/2026)

On behalf of everyone at Austin's House, thank you for your interest in serving on our board. In our community, many remarkable organizations are working to make the world a better place, and we are humbled to know you are interested in serving with us.

The following application offers us an opportunity to know more about you, your skills, attributes, and what you would bring to our board. It also gives you a sense of what matters to us in any board candidate.

The goal of our process is to determine if we are a good fit for each other – your level of commitment and ability to help us increase the scope and impact of our work, as well as what motivates you and how you think about our organization, so that we can help to create an excellent board experience for you.

Thank you again for your interest in our work and for taking the time to complete this application. We look forward to continuing our conversations.

Overview

The Austin's House board governs the overall execution of our mission to provide a refuge for children in crisis. Principally, the Board manages organizational finances and sets long-term priorities for programs, including building revitalization, fundraising, and staffing priorities. Additionally, the Board oversees the Executive Director, who is responsible for day-to-day management. Overall, the members of the Board contribute the educational, management, legal, and financial skills needed to ensure long-term organizational stability and ensure year-to-year excellence.

Board Member responsibilities include attending monthly board meetings (currently held on the second Tuesday of every month at 5:30pm) as well as committee meetings and fundraising events. Board members are expected to be active participants in the

decision-making process during meetings and via email. On average, time commitments are six to ten hours per month.

Application Process

- Submit the Board Application (this document) and your resume to info@austinhousenv.org.
- Copies of your application will be distributed to current board members and will aid in understanding how you would like to contribute to our work.
- You will be invited to the next board meeting for a Q&A session and to gauge if we are a good fit for each other.
- You will be contacted again after the meeting with the outcome of the board vote.

1. Personal Information

Name: _____

Address: _____

Phone: _____

Email: _____

Occupation: _____

Employer: _____

2. Why?

We are most appreciative of your interest in our organization and would like to hear more. Why our organization and not any other? Please share your motivation and what it is about our work that inspires you to step forward.

3. Our Work

What excites you about the work of Austin's House?

What do you see as 1-2 challenges and 1-2 opportunities for Austin's House in the next few years?

4. Professional Experience / Background

Briefly describe your background:

5. Volunteer Experience

Past and Present Membership: *Boards, committees, task forces in the public sector (business, civic, community, religious, political, professional, recreational or social)*

Organization	Role/Title	Date of Service

Other Volunteer Experience:

Do you have any potential conflicts of interest, such as a position on another board, which may compete for your time or the same funding sources? If yes, please explain.

6. Skills / Expertise

Please mark the skills and expertise you will bring to us that will strengthen our board and enhance our organization's ability to deliver on its mission.

- | | | |
|---|---|---|
| ☐ Event Planning | ☐ Legal Expertise | ☐ Social Media / Graphic Design |
| ☐ Accounting | ☐ Public Policy / Advocacy | ☐ Reading / Understanding budgets and balance sheets |
| ☐ Grant Writing | ☐ Education / Training | ☐ Public Speaking / Presentations |
| ☐ Web Design | ☐ HR / Administration | ☐ Home Improvement / Construction |
| ☐ Fundraising | ☐ Marketing / PR | ☐ Financial Investment Management |
| ☐ Customer Service | ☐ Community Involvement | ☐ Professional Nonprofit Experience |
| ☐ Facilities | ☐ Strategic Planning | ☐ Real Estate / Property Management |
| ☐ Networking | ☐ Information Technology | ☐ Clerical / Administrative |
| ☐ Other: | | |

7. Attributes / Qualifications

A board is more than a collection of individuals. It is an entity that governs, approves strategies, and engages in robust discussion and debate on relevant issues. Please describe attributes and qualifications you possess that you feel would be an asset to the board.

--

8. Fundraising

Among other responsibilities, board members play a key role in raising funds for our organization. Board members are Ambassadors of Austin's House, and are responsible for sharing our work with the community. Additionally, every board member makes a meaningful financial contribution on an annual basis. What is your comfort level with these responsibilities?

9. Time

Board service is a true commitment of time and energy. We estimate that board service could be a commitment of six to ten hours each month and require board members to serve for a minimum of two years. This includes board meeting attendance and community event engagement. Do you have any concerns or potential conflicts that may impede this time commitment? If so, what is your plan?

10. Other

Who recommended you for board service? _____

Have you ever been convicted, pleaded guilty, or pleaded no contest to a crime? (If yes, please explain)? _____

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 participate in a background check? _____

11. Resume

Please attach your most recent resume and/or professional bio.