



St Paul Fire Foundation

Board of Directors Application

GENERAL INSTRUCTIONS FOR CANDIDATES

The St. Paul Fire Foundation's Finance and Governance committee is responsible for interviewing candidates and compiling the slate for the Foundation Board of Directors. It does not appoint volunteers to any other committees of the Foundation. If you are interested in submitting your application, please follow the General Instructions for Candidates. Should you have any questions, please email Susan O'Neil susan@stpaulfirefoundation.org or call 612-513-2015.

Serving as a Foundation Board member requires a significant time commitment, typically between 75-120 hours per year, with officers investing even more time. The time required to serve on the Foundation Board includes regular meetings, plus additional time between those meetings to attend to Board matters, committee business, and specific subcommittee assignments.

The term of service is for three (3) years, beginning in February 2018 and ending in February 2021. These are volunteer positions.

The deadline to apply for the 2018-2021 term is December 8, 2017.

Finance and Governance Committee decisions are based on many factors. They will be looking for Board Members who can shape the future of the Fire foundation and work to support our mission with time and/or treasure. Our Board selection process is designed to create a team that, in combination, possesses the full complement of skills necessary to fulfill the Foundation's mission, strategic priorities, and goals.



DATE _____

Name: _____

Phone: _____ EMAIL: _____

Address: _____

City: _____ State: _____ Zip: _____

Relevant Experience and/or Employment (attach a resume if relevant)

Why are you interested in our organization?

Area(s) of expertise/Contribution you feel you can make

Other volunteer commitments

St. Paul Fire Foundation Board Member Description

1. Attend scheduled board and committee meetings as stated in bylaws

2. Review organizational mission statement and refine it when appropriate

3. Evaluate the performance of the executive director

4. Ensure effective organizational planning

- Oversee and review written plans that outline long-term goals
- Conduct periodic assessments of operating environment
- Balance planning and action

5. Determine and monitor the organization's programs and services

- Consider needs of member organizations in review of programs and services
- Review and approve all policy positions
- Participate in programs and events

6. Ensure adequate resources

- Contribute annually
- Participate in site visits and fundraising calls as needed
- Review fundraising strategy

7. Manage resources effectively

- Approve annual budget
- Review financial statements
- Require and review independent annual audit and required filings

8. Communicate the role and activities and promote the organization's public presence

- Represent the organization in the community
- Assist in the development and management of working relationships with other organizations

9. Selection of board officers

10. Participate in assessment of the board's own performance

11. Select an executive director when a vacancy occurs