

**The KAIGAN Foundation Application Board of Director Volunteer**

**Full name of applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I am interested in a Board Position (check all that apply):**

**\_\_\_\_\_Vice President**

**\_\_\_\_\_Treasurer**

**\_\_\_\_\_Secretary**

**\_\_\_\_\_Board Position**

**\_\_\_\_\_Officer (Advisory) Position)**

**I am interested in a Committee (check all that apply):**

**\_\_\_\_\_Sponsorship Committee**

**\_\_\_\_\_Grant Writer Committee**

**\_\_\_\_\_Finance Committee**

**\_\_\_\_\_Marketing Committee**

**\_\_\_\_\_Fundraising Committee**

**\_\_\_\_\_Hospitality Committee**

**\_\_\_\_\_Support Group Committee**

**\_\_\_\_\_Newsletter Committee**

**Home address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name and nature of business/employer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Resident of community for how long?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Special skills/expertise\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Interest/Hobbies\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Board of Directors/Committees in other organizations:**

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**Names of The KAIGAN Foundation board members or committee members with whom you are acquainted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Reasons you are interested in serving on The KAIGAN Foundation Board of Directors and Committee Chair:**

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**Other Board or Leadership experiences, duties and roles:**

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**Please return completed application by fax (570) 788-5276 and/or by mail to**

**The KAIGAN Foundation**

**Att: Nicole Warner**

**2 East Butler Drive, Suite 5**

**Drums, PA 18222**



**The KAIGAN Foundation Board of Directors Duties**

**President Board of Director Description:**

* Oversees board and committee meetings
* Works to make sure board resolutions are carried out
* Calls special meetings if necessary
* Appoints all committee chairs
* Assists secretary in preparing agenda for board meetings
* Assists in conducting new board member orientation
* Coordinates annual performance evaluation
* Works to recruit new board members
* Acts as a spokesperson for the organization

**Vice President Board of Director Description:**

* Attend all board meetings
* Serves on one committee chair
* Carry out special assignments as requested by the board
* Understands the responsibilities of the President and able to perform these duties in case the President is absence
* Participates as a vital part of the board leadership

**Secretary Board of Director Description:**

* Attend all board meetings
* Serves on one committee chair
* Organizes the agenda for all meetings and provides all board members with a copy via email one day prior to a meeting
* Takes meeting minutes during a meeting and drafts meeting minutes and provides all board members draft meeting minutes via email one day before a meeting
* Ensure the safety and accuracy of all board members
* Review board minutes
* Provide notice of meetings of the board/or of a committee when such notice is required

**Treasurer Board of Director Description:**

* Attends all board meetings
* Maintain knowledge of the organization and personal commitment to its goals and objectives
* Understand financial accounting for nonprofit organizations
* Serve as the chair of the finance committee
* Manage, with the finance committee, the board’s review of and action related to the board’s financial responsibilities
* Present the annual budget to the board for approval
* Review the annual audit and answer board members’ questions about the audit

**Board Member Description:**

* Attend all board meetings
* Serves on one committee chair
* Ensure the safety and accuracy of all board members
* Carry’s out special assignments as requested by the board
* Has voting power

**Officer (Advisory) of the Board Description:**

* Attend all board meetings
* Serves on one committee chair
* Ensure the safety and accuracy of all board members
* Carry’s out special assignments as requested by the board
* Has NO voting power

**The KAIGAN Foundation Committee’s**

**Sponsorship Committee Responsibilities:**

* Committee Chair will be a Board of Director and serve as a chair as long as their term.
* Committee member serves for a year (1).
* Committee meets once a month in person.
* To increase The KAIGAN Foundation’s corporate sponsorship.
* Keep most recent sponsor list and logos and provide to The KAIGAN Foundation Board.
* Committee chair delegate tasks to committee members.
* Communicate with Finance Chair for invoicing of sponsors.
* Provide monthly committee report a day before a Board of Director meeting.
* Each week, provide sponsor names, contact info and logos to the President

**Grant Writer Committee Responsibilities:**

* Committee Chair will be a Board of Director and serve as a chair as long as their term.
* Committee member serves for a year (1).
* Committee meets once a month in person.
* Will work with the foundation’s board of directors to seek relevant local, state, and national grants and will devise methods of raising money to increase the treasury and submit project ideas to the board, which will approve any adopted ideas/projects.
* Will have good/advanced writing and document editing skills.
* Will have experience with grant writing.

**Hospitality Committee Responsibilities:**

* Committee Chair will be a Board of Director and serve as a chair as long as their term.
* Committee member serves for a year (1).
* Committee meets once a month in person.
* Acts as official host of the foundation’s welcoming atmosphere at meetings and events.
* Works with the board of directors to organize and set up refreshments, food, decorations, registration, greeters for meetings and events. Also, assigns volunteers to take turns and help with hospitality, registration, room set up and clean up for meetings and events.
* Coordinates the purchase, preparation and set up of refreshments, food, supplies, registration sheets, nametags and any decorations for foundation events.
* Arrive early for meetings or events to check that everything is ready.
* Maintains hospitality supplies and equipment and an updated inventory.
* Finance committee provides a budget to the finance committee that is approved by the board of directors.
* Committee provides a report on hospitality plans a day before a board meeting via email of forthcoming events.

**Finance Committee Responsibilities:**

* Committee Chair will be a Board of Director and serve as a chair as long as their term.
* Committee member serves for a year (1).
* Committee meets once a month in person.
* Be familiar with, approve, and review periodically the foundation’s annual budget.
* Make sure funds are being expended according to funders’ requirements.
* Oversee cash flow and other money management issues
* Monitor debt and debt payback.
* Flag potential problems. There are numerous such problems that might come up. Income might look like it’s going to be lower than anticipated, or expenses higher. Income-producing activities-fundraising, paid services-might be delayed, or not proceeding according to plan. There maybe unnecessary, or unnecessarily high expenditures. Finance committee is expected to catch and deal with these kinds of issues.
* Act as a resource to help correct fiscal problems and/or discuss fiscal issues. If the members of the committee have the right expertise, they can help to correct or restructure the foundation’s books and accounting procedures, for instance.
* Ensure that financial reporting requirements – including tax returns to the IRS and the state, reports to funders, and acknowledgements of gifts are fulfilled.
* Catch any illegal, unethical, or incompetent financial dealings engaged in by the board of directors, finance chair, or finance committee.
* Catch any illegal, unethical, or incompetent financial dealings engaged in by individuals or groups that the foundation deals with, or financial arrangements that may harm the

**Support Group Committee Responsibilities:**

* Committee Chair will be a Board of Director and serve as a chair as long as their term.
* Committee member serves for a year (1).
* Committee meets once a month in person.
* Committee members will regularly communicate with group facilitators to assess group status, will help recruit replacement facilitators if needed, and will periodically update group print and electronic marketing materials.
* Provide a report to the foundation’s board of directors on updates and status on support group activities or if anything needs approval a day before a board meeting via email.

**Newsletter Committee Responsibilities:**

* Committee Chair will be a Board of Director and serve as a chair as long as their term.
* Committee member serves for a year (1) term.
* Committee meets once a month in person.
* Committee members will be responsible for editing, publishing, and distributing the newsletter first of the month prior to board of director’s approval on material.

**Marketing Committee Responsibilities:**

* Committee Chair will be a Board of Director and serve as a chair as long as their term.
* Committee member serves for a year (1).
* Committee meets once a month in person.
* Committee will make recommendations to the board of the directors, for its review and action as it deems appropriate.
* Committee provides written reports to the board of directors a day before a board meeting via email.
* Monitor and evaluate the committee objectives and work plan.
* Review committee work plan and committee sponsorship annually.
* Developing and implementing internal communication strategies at the local, county and state levels.
* Ensure the foundation’s website is the current and updated communications mechanism for information, resources and news for the foundation.
* Develop communications and marketing strategies for news media.
* Committee member expresses ideas and provides input
* Committee member actively participates in meetings, contributing to the discussion, brainstorming and sharing innovative ideas.
* Committee member reviews material and provides input for improvement.
* Committee member serve as internal/external linkages for the foundation to further the foundation’s mission and vision.

**Fundraising Committee Responsibilities:**

* Committee Chair will be a Board of Director and serve as a chair as long as their term.
* Committee member serves for a year (1).
* Committee meets once a month in person.
* Commitment to the vision, mission and goals of the foundation.
* Reports directly to the foundation board of directors for approval on event, campaign, direct mail, etc material before sent.
* Communicates and provides updates with the board of directors on upcoming events (volunteers, event outline, etc)
* Provide input and guidance into development of the annual campaign, including direct mail, personal solicitation and events fundraising.
* Engage in the execution of all aspects of the annual fundraising campaign, including marketing efforts, personal solicitation, and the acknowledgement process.
* Help plan and implement solicitation campaigns to solicit funds from other members, colleagues, including personal solicitation, auctions, events, etc.