

## Shepherd's Table Prospective 2018 Board Member Nomination Form

*The following information is for internal use only*

Thank you for your interest in serving Shepherd's Table in a leadership role on the Board of Directors. Please review the job description for a member of the Board of Directors (page 6) to understand the commitment to Shepherd's Table, the Board and to you. So that the Board encompasses the skills and talents needed to govern the organization and aims to reflect the diversity of our community, we ask for a variety of information. Decisions will not be based on any single variable.

### **Submission Details**

Please return your completed application along with a resume or short biography no later than **Friday, October 27, 2017** to: Debra Van Alstyne (djvanalstyne@gmail.com) **with the following subject line: *Shepherd's Table Board Application***.

**Questions?** Please contact Debra Van Alstyne at djvanalstyne@gmail.com.

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

**Title (select one)**

**First and Last Name:** \_\_\_\_\_

**Contact Information:** Please provide us with the mailing address, phone, and e-mail address we may use to contact you.

**Mailing Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Home Phone:**

**Cell Phone:**

**Email:**

## **Your Affiliations and Experience**

**Most Recent Employer and Job Title:**

**Relevant Professional Skills:**

**Current and Past Board Memberships (please list years of involvement and duties):**

**Current and Past Civic or Community Group Roles:**

**Current and Past Experience in Fundraising:**

**Other Volunteer Experience:**

## Your Expertise and Interests

Check under “Expertise” for skills and abilities **you have now**. Check under “Interest” areas in which you have an interest in contributing as a Board Member`

Skills and Abilities	Expertise	Interest
Accounting		
Board Development		
Communications/Marketing		
Community Relations		
Facilities Management		
Finance		
Fundraising		
Governance		
Human Resources		
Investments		
Legal		
Organizational Development		
Public Policy		
Public Speaking		
Social Media		
Strategic Planning		
Technology		

Each Board member serves on at least one committee. The following is a list of the 2017 committees, which are described in more detail on page 8. Please indicate which committee(s) would be of interest to you. **Note that the composition of committees is subject to change in 2018.**

- Executive
- Board Development
- Campaign Committee
- Finance
- Nominating
- Personnel
- Strategic Development

**Your Expertise and Interests (continued)**

1. Briefly describe the aspects of our mission that you feel most strongly about—in other words, what is your **motivation** to serve on the Board:
  
  
  
  
  
  
  
  
  
  
2. Briefly describe what you want to **contribute** through service on the Board:
  
  
  
  
  
  
  
  
  
  
3. Briefly describe what you want to **gain** through service on the Board:

**Demographic Information (optional)**

<b>Gender:</b>	<b>Age</b>
<b>Race/Ethnicity:</b>	_____
<b>Religious Affiliation:</b>	_____
	(Church/Synagogue/Mosque/Temple membership)

## **Frequently Asked Questions**

### **When is the 2018 Orientation for new members of the Board?**

It is tentatively scheduled for Saturday, February 3, 2018.

### **When does the full Board of Directors regularly meet?**

The Board meets from 7 pm to 9 pm on the second Tuesday of January, March, May, July, September, and November in the Silver Spring area.

### **When do committees meet?**

In general, committees meet during alternate months from Board meetings.

### **What is the term of office?**

A term is 3 years, and if in good standing, a member is eligible to run for one additional 3-year term.

### **When is the 2018 spring fundraiser?**

The Spring fundraiser will be held on Saturday, April 21, 2018 at AFI Theater in Silver Spring, MD.

### **When is the Nomination Form due and are there any extensions?**

This form is due by midnight on **Friday, October 27, 2017**. Due to volume, the deadline is firm for all applicants.

By signing below, I understand and agree to abide by the Board Member responsibilities (attached).

Accept: \_\_\_\_\_

## **SHEPHERD'S TABLE 2017 COMMITTEES**

Together meeting needs. Changing Lives.

The Board of Directors of Shepherd's Table is legally and ethically responsible for all activities of the organization.

### **OVERVIEW**

**Shepherd's Table Board of Directors provides the following services to the organization:**

- Determine how the organization carries out its mission through long- and short-term planning and review
- Adopt an annual budget and provide fiscal oversight
- Engage in fundraising activities to provide fiscal support for the organization
- Recruit and orient new Board members
- Hire and evaluate the performance of the Executive Director
- Evaluate the performance of the Board of Directors and the overall performance of the organization
- Establish policies for the effective management of the organization
- Provide personal and professional expertise to guide the organization

**Responsibilities of Individual Directors include:**

- Understand and promote the organization's mission
- Be familiar with the organization's programs and operations
- Participate in at least one Board committee
- Participate in resource development and fundraising
- Make an annual gift to the organization commensurate with one's ability
- Identify potential donors and solicit donations for specific events or the organization as a whole
- Assist in recruiting volunteers for Shepherd's Table
- Enhance the image of Shepherd's Table in the community
- Help to educate the community about issues related to poverty and homelessness
- Assist the Board and staff to assess the needs of Shepherd's Table clients
- Identify potential conflicts of interest
- Understand the role distinction between serving as a Board member or serving as a volunteer

**Time Demands (approximate):**

- Attend regularly scheduled Board meetings, which are held the second Tuesday of January, March, May, July, September and November from 7:00 p.m. to 9:00 p.m. at Shepherd's Table or at an alternate site
- Perform committee work (1-3 hours per month or as needed by the committee)
- Attend at least three events each year, including the annual spring fundraiser
- Participate in orientation session for new Board members
- Participate in the Board planning retreat (½ day, usually every other year)

**Investing in Shepherd's Table:**

Shepherd's Table Board Members are asked to consider a gift that is "significant," in relation to their financial circumstances. A \$500 gift per Board member is suggested as a minimum goal to support the resource development efforts of the organization. For development purposes, it is always more attractive for donors to see 100% Board participation to demonstrate that the Board is active and financially invested in its organization.

## **SHEPHERD'S TABLE 2017 COMMITTEES**

Together meeting needs. Changing Lives.

### **Legal Responsibilities**

The Board of Directors, acting as a single entity, is legally and ethically responsible for all activities of the organization. Individual board members have an obligation to uphold the standards of conduct set for them by the board and applicable laws. These standards include the duty of care, the duty of loyalty and the duty of obedience as well as those mandated by the Federal 990 requirements.

### **Duty of Care**

The duty of care describes the level of competence that is expected of a board member, and is commonly expressed as the duty of "care that an ordinarily prudent person would exercise in a like position and under similar circumstances." This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization. Meeting attendance is not optional; it is a part of the duty of care. A board member is expected to attend meetings, come prepared to the meetings, ask probing questions, pay attention, and make decisions according to his or her best judgment. Coming prepared means the member is familiar with the agenda, has read the Board book, and has completed any assignments from the previous meeting.

### **Duty of Loyalty**

The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means that a board member can never use information obtained as a member for personal gain, but must act in the best interests of the organization.

### **Duty of Obedience**

The duty of obedience requires board members to be faithful to the organization's mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public's trust that the organization will manage donated funds to fulfill the organization's mission.

### **Expectations of Board Members:**

Board directors may expect the following:

- An orientation to Shepherd's Table and its Board
- An annual schedule of board meetings and advance notice of all relevant committee meetings
- An opportunity to engage in discussion of relevant issues and use their expertise
- A voice in designing the structure of the board, its agendas and meeting logistics
- Quality support and courteous and professional treatment from Shepherd's Table staff and other Board members.

Adopted: 13 March 2012 (2 pages)  
Revised: 1 Sept. 2016

## **SHEPHERD'S TABLE 2017 COMMITTEES**

Together meeting needs. Changing Lives.

The 2017 Committees for Shepherd's Table include:

### **Executive**

Develops recommendations with respect to various matters pertaining to the affairs of the Corporation and shall report such recommendations to the Board of Directors for action. Includes the Chair, Vice Chairs, Secretary, Treasurer, and a Board member representative elected by the Board.

### **Board Development**

Provides direction on governance, organizational and personal development of the members of the Board, conducts an annual assessment of the Board at the group and individual level, and plans the annual retreat.

### **Campaign Committee**

Provides strategic and volunteer assistance to achieve the campaign goal of raising \$5 million in donations over the next three years.

### **Finance**

Reviews and recommends financial and insurance matters for the Board, including policies which ensure adequate internal controls and which maintain financial records in accordance with standard accounting practices, and shepherds the budget process in cooperation with the Executive Director.

### **Investment**

Responsible for ensuring that there is a secure framework for safe investments of all applicable funds and that an independent manager manages the assets under the committee's supervision.

### **Nominating**

Responsible for nominating persons to serve as Directors, giving regard to the qualifications required in these bylaws, nominating persons to serve as the elected officers of Shepherd's Table, and for providing orientation and education of Board members.

### **Personnel**

Guides development, review and authorization of personnel policies and procedures; acts as grievance board for formal written grievances against the Executive Director; consults and assists the Executive Director with review of staff compensation packages; and conducts annual review of the Executive Director.

### **Strategic Development**

Provides a strategic vision and high level road map for Shepherd's Table's future development efforts, sustainability and growth inspired by the articulated mission and vision statements. The committee functions as a think tank for the organization focused on: (1) Current and future needs of the community; (2) Current trends in philanthropic giving; and (3) Recommendations for Shepherd's Table role.