



## IVY HOUSE BOARD OF DIRECTORS APPLICATION

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

*Thank you for your interest in serving on the Board of Directors for Ivy House. We are pleased that you have an interest in sharing God's love with families by providing a safe and caring place for kids to stay!*

*Before filling out this form, please see the expectations for Board members, located on the last page of this document.*

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Current Occupation \_\_\_\_\_

Current Company \_\_\_\_\_

Briefly describe why you would like to join the Ivy House Board of Directors.

Do you have previous experience on a Board? If so, please list your Board experiences.

Briefly outline the skills and experiences that you think will be an asset to this Board of Directors and Ivy House.

Board members are expected to participate in at least one committee. Which of the following committees interests you (committee meet every other month)?

Executive Committee (This is comprised of the elected officers: Chair, Vice Chair, Past Chair, Secretary, and Treasurer.)

\_\_\_\_\_ Finance (Provides financial analysis, advice, and oversight of the Ivy House budget. It ensures that Ivy House is operating with the financial resources it needs to provide programs and services to the community.)

\_\_\_\_\_ Governance / Compliance Committee (This committee plans for board membership, measures the quality of the board's performance, and ensures the board is performing at the optimal level. It reviews changes to the bylaws. Committee members assist staff with DHS compliance.)

\_\_\_\_\_ Development Committee (The development committee ensures Ivy House is strategic in its fundraising and events. It makes sure that fundraising is done well. The actual task of fundraising should be done by all board members and staff.)

**Skills, experience, and interests:** Please circle all that apply.

Finance, accounting

Personnel, HR

Nonprofit experience

Policy development

Program evaluation

Public relations, communications

Special events

Fundraising

Outreach, advocacy

Marketing

Childcare/ Education

Social media

Other:

When completed, please return this form to:

Mail:

Executive Director

Ivy House

PO Box 53

New Ulm, MN 56073

Or scan and email:

[director@ivyhousemn.org](mailto:director@ivyhousemn.org)

## EXPECTATIONS FOR IVY HOUSE BOARD MEMBERS

- Attend board meetings. The Board meets every other month, currently on the second Friday at 1 pm.
- Serve on at least one committee
- Attend the annual fundraiser
- Serve at an Ivy House advocate in the community
- Give a meaningful, personal donation each year

### MORE IN-DEPTH INFORMATION:

#### EXPECTATIONS OF THE IVY HOUSE BOARD AS A WHOLE:

As the leaders of Ivy House, the highest responsibilities of the board of directors are:

- Determine the mission and purpose of Ivy House
- Select and evaluate the performance of the executive director
- Strategic and organizational planning
- Ensure strong fiduciary oversight and fiscal management
- Fundraising and resource development
- Approve and monitor Ivy House's programs and services
- Continually enhance Ivy House's public image
- Assess the board's performance as the governing body of Ivy House
- Follow Ivy House's bylaws and policies
- Always maintain confidentiality about all internal matters of Ivy House

#### EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS:

Each individual board member is expected to:

- Know Ivy House's mission, policies, programs, and needs
- Faithfully read and understand the organization's financial statements
- Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for Ivy House to advance its mission
- Give a meaningful personal donation.
- Prepare for, attend, and conscientiously participate in at least 75% of board meetings annually. May call in if necessary.
- Participate fully in at least one committee: Executive, Finance, Development, and Governance/Compliance

