



## **Board Application and Position Description**

### ***Overview***

The Kings Partnership Board of Directors governs the overall execution of the organization's mission. Principally, the Board manages organizational finances and sets long term priorities for programs, including the development of: *contracts, grants, KPFP workgroups, and taskforces*. Additionally, the Board oversees the Executive Director, who is responsible for day-to-day management of the organization. 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 educational excellence for Kings Partnership's mission.

The Board of Directors has up to 11 voting members. Terms are for 3 years not to exceed 2 consecutive terms (6 years).

Board Member responsibilities include attendance at regular board meetings (average of 10 meetings per year). Board members also hold a fiduciary responsibility for management of organizational capital and ensuring appropriate filings with federal, state, and local authorities consistent with the organization's status as a 501(c)(3) nonprofit organization. The attendance policy allows for removal if three consecutive meetings are missed without notice.

### ***Declaration of Candidacy***

Board positions require a time and energy commitment that should not be underestimated. Candidates are urged to consider personal priorities for the next year as well as ways to contribute to the development of the organization.

Resources available to prospective members:

- Organizational Documents: Strategic Plan, Bylaws, Policies & Procedures, FY Budget, Contracts, and others upon request
- Program Overview & Calendar of Events
- Email or call the Executive Director Gabriela Rodriguez at (559) 242-6031 or [gabriela@kfpf.org](mailto:gabriela@kfpf.org) with questions or Office Administrator Aliyah Ortiz at (559) 242-6483 or [aliyah@kfpf.org](mailto:aliyah@kfpf.org).

*To apply:*

- Submit the two-page Board Application (page 3-4 of this document) and your resume to Executive Director, Gabriela Rodriguez, at [grabriela@kfpf.org](mailto:grabriela@kfpf.org). PLEASE WRITE “NEW BOARD MEMBER APPLICATION” in the subject line.
- Copies of the two-page application will be distributed to current KFPF Board of Director members and will aid in understanding how you would like to contribute to the organization’s work.

*Time and Financial Considerations*

*Meetings, Awards, Fundraiser, etc.:*

- Board Meetings- monthly on 1st Thursday of the month
- Annual Meeting- 3rd Thursday in June
- Annual Fiscal Meeting (August)
- Annual Board Planning Session (November)
- Kings County Prevention Awards-1st Thursday in December
- Annual Fundraisers- board participation highly encouraged
- Review quarterly financial reports
- Participate or have a representative of their organization participate in KFPF workgroups/taskforces

*Donations:* As with any Board, members will be solicited for a cash or in-kind donation; 100% participation is sought; the amount is optional but we ask that Board members consider giving at the Platinum level. Board members should maintain an active membership status during their term.

Application for ***Kings Partnership*** Board Candidacy

---

Name \_\_\_\_\_

Agency / Company \_\_\_\_\_

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

*Contact Details:*

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_

1. Please briefly describe your academic and professional background, and other relevant experience. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Why do you seek a position on this Board?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

---

3. Please briefly outline the specific skills you bring, or contributions you hope to make, to this Board.

---

---

---

---

---

4. Are you currently serving on a Board of Directors for another organization? If so, please list the organization name and your position/role.

---

---

---

---

---

5. What is your preferred method of contact/communication? (please circle one)

Email

Call

Text Message

**ONLY PAGES 3-4 WILL BE DISTRIBUTED TO COMMITTEE MEMBERS ALONG WITH YOUR CV OR RESUME.**