

THE CARMEL FOUNDATION

BOARD OF DIRECTORS APPLICATION

MISSION STATEMENT: The Carmel Foundation's mission is to provide a place for seniors to gather and enjoy a variety of activities and services in an environment of respect and camaraderie.

Board Basics

Size: The Board consists of a maximum of 17 elected voting members and a minimum of 11

President/CEO role: Ex-officio with no vote

Terms: Three year term subject to re-election for one additional three year term

Meetings: 7 one hour meetings a year with a full day retreat scheduled for April. The Board meets the fourth Tuesday of alternating months. Board meetings are held in the Seideneck Room at the Foundation from 12 noon to 1 pm with lunch being served at 11:45 am. Meetings are run by the Board Chair. Staff prepares the agenda. Attendance at all board meetings and general membership meetings is strongly encouraged.

Committees: Governance, Programs & Services, Development, Finance, Planning, Audit and Executive. The board has policy making authority with the day to day operations being managed by the President/CEO and staff.

Committee Structure: Members appointed by the board chair. All committees are advisory to the board and make recommendations to the board. Non-board members may serve on all advisory committees. President/CEO is ex-officio on all committees and relevant staff directors attend meetings as liaison.

Board Focus: Financial oversight, fund raising and long term planning

Board Training: Each new board member will receive a binder which includes the mission and goals of the organization, the role of board members, by-laws, conflict of interest policy, five year plan and more.

Role in Fund Raising: Each board member is expected to be involved in our development effort. In concert with our Development Department, a board member can select from a spectrum of activities that support our development effort. This can include identifying prospective donors, serving on the auction gala committee, soliciting donated items for events, asking friends to attend, making contacts with businesses that are prospective sponsors, helping host donors and prospective donors at the Foundation, thanking donors, or participating in a direct ask. Board members should be willing to make a personal contribution that is significant to them.

Financial Oversight: Finance Committee meets regularly with senior staff and portfolio managers to review finances against budget and prior year and reports to full board. Committee also has first review of the staff prepared budget. Board receives a copy of the most recent income statement at Board meetings.

Time Commitment: Each Board member is expected to fully participate in the functions, programs and projects of The Carmel Foundation. This includes but is not limited to our fundraising events, volunteer appreciation luncheon, Carmel-by-the-Sea Concours on the Avenue, the Annual meeting and a full day Board retreat. It is also necessary for each Board member to serve on at least one committee. The committees are responsible for many of the critical functions of The Carmel Foundation. It is estimated that each Board member will devote 40 - 60 hours of work each year in their role for The Carmel Foundation.

The Selection Process: Complete application; personal interview and tour of the facility; breakfast/lunch with the Board Chair and Chair of Governance; Board vote; terms begin on July 1.

The Governance Committee will review all Board member applications to determine the most appropriate candidates. They must consider the value that the potential candidates can bring to the Board of Directors and to the membership, based on the needs and make-up of the Board at this time.

Thank you for your interest.



THE CARMEL FOUNDATION
BOARD CANDIDATE INFORMATION
(Please read the attached Statement of Responsibilities)

Name: _____ **Date:** _____

Mailing Address: _____

Physical Address: _____

Phone: Business _____ **Home** _____ **Fax** _____

E-mail: _____

Present or former occupation(s): _____

Education, training, special skills, interests: _____

Community service, board experience, memberships or affiliations: _____

What leadership experience do you have? _____

What knowledge or involvement do you have of The Carmel Foundation? _____

Why would you like to join The Carmel Foundation Board? _____

In which of the following areas do you possess expertise that may assist the board in its responsibilities?

- | | | |
|---|---|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Event Planning | <input type="checkbox"/> Marketing/Public Relations |
| <input type="checkbox"/> Business/Corporate | <input type="checkbox"/> Facilities Management | <input type="checkbox"/> Non-Profit Management |
| <input type="checkbox"/> C F Volunteer | <input type="checkbox"/> Financial Planning or Management | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Computer Skills/IT | <input type="checkbox"/> Fund Raising/Development | <input type="checkbox"/> Sales |
| <input type="checkbox"/> Education/Training | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Estate Planning | <input type="checkbox"/> Legal | |
| <input type="checkbox"/> Other (describe) _____ | | |

Are you willing to attend Board meetings the 4th Tuesday of each month at 12:00pm and serve on Board Committees? (Currently the Board meets every other month) YES / NO

Please return this completed form to Jill Sheffield at:
The Carmel Foundation
PO Box 1050
Carmel, CA 93921
or
jsheffield@carmelfoundation.org

Thank You!

Please add any other information you would like us to know.