



BOARD APPLICATION AND POSITION DESCRIPTION

Overview

The Elko Senior Citizen's Center 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: grants, social programs, and nutritional value of meal programs/initiatives. Additionally, the Board oversees the Executive Director (employed and reports to Elko County), who is responsible for day-to-day management of the organization. Overall, the members of the Board contribute to the, management, legal, and financial skills needed to ensure long term organizational stability and ensure year-to-year excellence for The Elko Senior Citizen's Center mission.

The Board of Directors has up to (7) voting members. Terms are for (3) years.

Board Member responsibilities include attendance of regular scheduled board meetings (average 12 per year), as well as teleconference meetings and active electronic conversations as part of Board committees. In some years the Board has held additional meetings. In some years Board has held team building / retreat meetings.

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 the ways to contribute to the development of the organization.

Resources available to prospective members:

- Organizational Documents: Bylaws, FY Budget, Operating Principles, and others upon request
- Program Overview & Calendar of Events
- Email or call the Executive Director or Board Chair, Matt McCarty, Jennifer Back with questions

To apply:

- Submit the Board Application and your résumé to Matt McCarty Executive Director PLEASE WRITE "NEW BOARD MEMBER APPLICATION" in the subject line and e-mail it to terracedirector@elkoseniors.org



Copies of the application will be distributed to those selecting members and will aid in understanding how you would like to contribute to the organization's work.

Time and Financial Considerations

Meetings:

- Board meetings are held every third Monday of the month unless the meeting falls on a holiday. Any meeting can be changed at the discretion of the board.
- Committee Work (generally by email)
- Annual Fundraiser- board participation needed

Donations: As with most nonprofit boards, board members are requested to support the Senior Center, including with monetary or in-kind contributions. Board Members eligible for membership with the Senior Center are encouraged to maintain an active membership.



Application for Elko Senior Citizens Center Board of Directors

Name	
Company	
Current Occupation	
Contact Details	
<u>Address</u>	
<i>Telephone</i>	
<i>Cell Phone</i>	
<i>E-mail</i>	

- **We want to understand your views on current operations and how your experience / talents might fit with the organization’s vision. Please answer the following questions. Limit your response to this page/the space provided. Address and contact information will not be distributed. Please also send your résumé to: Matt McCarty Executive Director at terracedirector@elkoseniors.org**

1. Please **briefly** describe your background including previous and other relevant experience.

2. Why are you seeking 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 organization name and your position/role.

5. What is your preferred method of contact/communication? Email Phone Call
Text Message