



BOARD APPLICATION AND POSITION DESCRIPTION

Overview

Health Care Clinic governs the overall execution of the organization's mission. Principally, the Board manages organizational finances and sets long term priorities for programs. 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 Health Care Clinic's mission.

The Board of Directors has up to 12 voting members. Terms are for 3 years.

Board Member responsibilities include attendance regular board meetings (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. 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 the ways to contribute to the development of the organization.

Resources available to prospective members:

- Organizational Documents: Strategic Plan, Bylaws, FY Budget, Operating Principles, and others upon request
- Program Overview & Calendar of Events
- Email or call the Executive Director with questions or if you would like the contact information for the current Nominating Committee chair.

To apply:

- Submit the Board Application and your résumé to Heather Willcoxon (hwillcoxon@hcclinic.org). PLEASE WRITE "NEW BOARD MEMBER APPLICATION" in the subject line.
- Copies of the one-page 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- third Monday of each month except for January's meeting (TBD)
- Committee Work
- Annual Meeting – takes place during April's meeting, two hour duration
- Fundraisers- board participation needed/required

Donations: As with any Board, members will be solicited for a cash or in-kind donation; 100% participation is sought; the amount is optional.



health care clinic
empowering. specialized. inclusive.

Application for Health Care Clinic's Board Candidacy

Name	
School / 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 potential contributions 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 or CV to: Heather Willcoxon, hwillcoxon@hcclinic.org

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 organization name and your position/role.

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

ONLY THIS SINGLE PAGE WILL BE DISTRIBUTED TO COMMITTEE MEMBERS ALONG WITH YOUR CV OR RESUME.