



Smithwright Services Board Membership Application

Name: _____

Address: _____
Street **City** **Zip**

Phone: () _____ () _____ () _____
Home **Work** **Cell**

Personal Reference:

Name: _____ **Phone:** () _____

Relationship to Applicant: _____

If I am accepted onto the Board of Smithwright Services, I hereby agree to the following terms:

1. Attend all meetings called by the Board President, unless there's a family emergency or you're out of town.
2. Be aware of and abide by the formal and legal board roles and responsibilities (See attached By-Laws.)
3. Participate in 100% board giving, defined as making a financial contribution to Smithwright Services as you see fit.
4. Fulfill commitments within agreed-upon deadlines or notifies within reasonable amount of time that deadline can't be met: provides alternatives or meets deadline ASAP.
5. Participate in fundraising efforts as directed by the Board President.
6. Maintain client, staff and board confidentiality.
7. Provide candid, open, and honest feedback and evaluation when appropriate.
8. Take initiative in informing the organization about potential opportunities for funding or program development.
9. Identify individuals in the community for volunteer participation or funding support.
10. Exercise loyalty towards Smithwright Services.
11. Be an informal community advocate for Smithwright Services and its programs.

BOARD MEMBERSHIP APPLICATION

Executive Director support of Board Members is comprised of the following:

1. Informs board members immediately of anything that is crucial to the organization.
2. Attends to details of meetings, including the agenda and organizational documentation.
3. Provides adequate preparation for meetings in which board members must play a leadership role.
4. Uses board member's time judiciously.
5. Meets agreed-upon deadlines or notifies in a reasonable amount of time if deadlines can't be met; provides alternative or meets deadline ASAP.
6. Provides, in a timely manner, complete, concise, and accurate information as required or requested.
7. Returns phone calls and e-mails promptly.
8. Demonstrates candor and respect in individual or organizational relationships.

Signature of Applicant

Date

President, Board of Directors

Date

Executive Director

Date