



VHP BOARD OF DIRECTOR APPLICATION

Thank you for your interest in serving as a member of the Board of Directors. The information on this form is necessary for our interview and selection process. **By April 1, 2020, please submit a completed Board Application and your Resume/CV via mail or email to:**



Michelle DiMuro, Executive Director
Veterans Heritage Project, PO Box 22058, Phoenix, AZ 85028
michelle@veteransheritage.org

Process:

Submit application and Resume/CV by April 1, 2020

Review enclosed Board Member job description.

Please check out <https://www.facebook.com/veteransheritageproject> and <http://veteransheritage.org>

An interview will be scheduled before May. Do you have a preferred time or day of the week?

Join us for our April 19, 2020 Community Reception and Book Signing – 3 pm DoubleTree Resort, Scottsdale

Yes, I plan to attend

No, I am unable to attend

By attending this event you can see our mission in action and meet VHP’s staff and Board. At this event we present the completed *Since You Asked*™ book of veteran stories, honoring our veterans, celebrating our student authors, and sharing our program and its impacts with 1,000+ community members. The event is the culmination of the academic school year program. The 90-minute program includes a service songs and recognition of all veterans in the room, student scholarship awards, patriotic music, and a keynote presentation. At the conclusion of the program, all of our veterans whose stories are in this year’s publication will sit at tables in the room and sign the pages of their story in attendee’s books.

Name:

Business Address:

Bus. Name:

Title:

Street:

City, State, Zip:

Work Phone:

Work Email:

Home Address:

Street:

City, State, Zip:

Cell Phone:

Personal Email:

PROFESSIONAL AND VOLUNTEER EXPERIENCE

Please check all that apply.

Marketing/Public Relations

Financial/Budgeting

Organizational Development

Academics/Education

Strategic Planning

Technology/Information Systems

Development & Fundraising

Legal

Program Development

Human Resource

Military Service

Non-Profit Board Service



INTEREST IN VHP MISSION

Describe any experience you have had with VHP.

Why are you interested in supporting VHP as a Board Member?

How would you like to use your skills to support VHP?

What do you hope to achieve from Board service?

Is there anything else you would like to share?



Veterans Heritage Project Board of Directors
Board Member
Job Description

1. Review minutes and stay well informed regarding the organization's fiscal and program work.
2. Participate by being informed about the issues and understanding challenges of organization.
3. Review financial statements and ask questions as appropriate about financial stability of organization, providing oversight and responsibility.
4. Actively raise funds for the organization by direct contact with current and prospective donors, including personal friends and colleagues, with assistance from staff.
5. Make a personal annual donation to Veterans Heritage Project.
6. Attend and support annual book reception event and any special events.
7. Serve on one or more committees, providing professional expertise as appropriate.
8. Effectively represent the organization to the public and promote the Mission and Program; and enhance the public image of VHP.
9. Attend Board orientation, annual meeting and monthly Board meetings. Three (3) consecutive meetings missed is a means for dismissal per Bylaws. Notify President and Executive Director if unable to attend at meeting.
10. Avoid conflict of interests, sign and abide by all VHP Policies and Board Member Code of Conduct.
11. Direct all operational requests through the Executive Director, rather than making requests directly to staff.
12. Refrain from making personal requests that are outside the scope of VHP business.
13. Suggest names of potential Board Directors to the Board Affairs Committee.
14. Review, select and vote to hire Executive Director from ad-hoc search and selection committee recommendations.
15. Mentor and provide support to Executive Director. Provide input to the Executive Committee for the annual performance review of the Executive Director.
16. Participate in evaluation of the Board's composition and performance on a regular basis.
17. Elected to a two (2) year term. Board Directors may be re-elected to no more than two (2) additional terms as approved by a majority of the Board and per Bylaws. After serving six (6) consecutive years as a Director and/or Officer, an individual must vacate the position for at least one (1) year before seeking re-election to another Director and/or Officer term.