



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, 2021, please submit a completed Board Application and your Resume/CV via mail or email to:**

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

Process:

Submit application and Resume/CV by April 1, 2021

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? _____

Are you able to watch our Honor Roll livestream event at 10 am on Saturday, April 17, 2021

<https://www.veteransheritage.org/honor-roll-save-date>

Yes, I plan to watch

No, I am unable to watch

By watching you can get a glimpse into our mission in action. At this event we present the completed *Since You Asked*™ book of veteran stories, honor our veterans, celebrate our student authors, and share our program and its impact with the greater community.

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
Academics/Education
Development & Fundraising
Human Resource

Financial/Budgeting
Strategic Planning
Legal
Military Service

Organizational Development
Technology/Information Systems
Program Development
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.