



# 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.

Michelle DiMuro, Executive Director  
Veterans Heritage Project, 10210 N. 32<sup>nd</sup> Street, Suite C-2, Phoenix, AZ 85028  
[michelle@veteransheritage.org](mailto:michelle@veteransheritage.org)

**Process:** **Submit application and Resume/CV by March 15, 2024**  
Review enclosed Board Member job description.  
Review our website <https://www.veteransheritage.org/> and social media profiles  
A Board of Affairs Committee Member will reach out to schedule a phone or Zoom interview.

Do you have a preferred time or day of the week? \_\_\_\_\_

**Name:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Street:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Work Email:** \_\_\_\_\_

**Home Street:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Personal Email:** \_\_\_\_\_

## PROFESSIONAL AND VOLUNTEER EXPERIENCE

Please check all that apply.

<input type="checkbox"/>	Academics/Education	<input type="checkbox"/>	Fundraising/Development	<input type="checkbox"/>	Military Service
<input type="checkbox"/>	Organizational Development	<input type="checkbox"/>	Finance/Budgeting	<input type="checkbox"/>	Program Management
<input type="checkbox"/>	Legal	<input type="checkbox"/>	Strategic Planning	<input type="checkbox"/>	Non-Profit Board Service
<input type="checkbox"/>	Human Resources	<input type="checkbox"/>	Marketing/PR	<input type="checkbox"/>	Information Technology

**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.