

THE WAY OF THE HEART: THE PROMOTORA INSTITUTE

NEW BOARD MEMBER GUIDELINES

Thank you for your interest in The Way of the Heart: The Promotora Institute. As you read and learn more about the Institute, it is important that you understand the basic principles and guidelines by which the Board is governed. In short, the Board is a group of people united in a common cause whose members contribute to the effective governance of the Institute. Board members do this by sharing their areas of expertise in order to facilitate the Board's understanding of issues which may affect the corporation.

Each individual member of the Board of Directors is considered an ambassador representing the interests of the Institute in the community.

Agency Mission: To improve the quality of life and health status of residents in the Arizona/Mexico border region through health education, training, referral and advocacy.

Time commitment and attendance: In order to participate as an effective board member, members are expected to attend board meetings which are held at least once every three months, or more depending on Institute activities. Board members are expected to attend board training sessions and are responsible for becoming well-informed regarding the bylaws of the corporation, programs and policies. Board members are also expected to participate in fund raising activities. Average time commitment per month may range from one to eight hours. Because the Institute is in its growth period, the initial time commitment may be more.

Financial Obligations: Board members are expected to contribute to the fund-raising activities of the corporation and to the annual pledge drive. Fund-raising activities may include the sale of tickets or other items to support the corporation.

Conflict of Interest: Potential board members must present no conflict of interest with the mission or operations of the Institute.

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NEW BOARD MEMBER QUESTIONNAIRE

Name: _____ Date: _____

Occupation: _____

Company/Organization: _____

Phone: (work) _____ (home) _____

What special talents, skills, or experience are you willing to share with the Institute?

- | | |
|---|---|
| <input type="checkbox"/> accounting | <input type="checkbox"/> finance |
| <input type="checkbox"/> grant writing | <input type="checkbox"/> strategic planning |
| <input type="checkbox"/> management info. systems | <input type="checkbox"/> media |
| <input type="checkbox"/> public relations | <input type="checkbox"/> art/design |
| <input type="checkbox"/> fundraising | <input type="checkbox"/> insurance |
| <input type="checkbox"/> legal | <input type="checkbox"/> management |
| <input type="checkbox"/> marketing | <input type="checkbox"/> medical |
| <input type="checkbox"/> personnel | <input type="checkbox"/> politics |
| <input type="checkbox"/> other _____ | |

Are you currently a member of any Boards? Which ones?

Please list any other volunteer activities you have been involved with. What role did you play in these activities?

Are there any special talents or skills you possess? Please describe.

What, if anything, would you like to gain from Board membership?

How many hours per month can you commit to the Board of Directors? _____

When are you available for Board and Committee meetings? Please check all times that are convenient for you.

Morning Afternoon Weekday
 Lunchtime Evening Weekend

The Way of the Heart: The Promotora Institute provides free services to low income women and children, as well as others in need. Please tell us what your feelings are regarding low-income people who may be on public assistance. What are the causes of financial, emotional, mental and spiritual poverty and what do you believe should be done to address these causes.

How would you describe to others what it means to be at service to the community?

Is there anything else you want the Directors to know about you? Please describe.