



Call for Nominations
Prevention Connections
Board of Directors

GENERAL INFORMATION

Call for Nominations

Prevention Connections' Nominating Committee is seeking nominations to serve as a member on its Board of Directors. The announcement outlines the eligibility criteria, qualifications, desired characteristics for nominees, responsibilities, submission requirements, and deadlines dates.

Nominating Committee must receive the following documents:

1. Nomination form
2. Your current resume

The Nomination form can be e-mailed to rangelone@preventionconnections.org or mailed to:

Prevention Connections Nominating Committee
701 E. Franklin St., Suite 501
Richmond, Virginia 23219

QUESTIONS:

Contact Marge White at (804) 225-3637 or Rita Angelone at (804) 371-2589.

SPECIFIC INFORMATION

Desired Characteristics for PC Board Members:

Prevention Connections seeks potential candidates with a diverse range of professional and volunteer expertise. Candidate attributes can include but are not limited to previous service on a nonprofit board, fundraising and development experience, and community service. PC is committed to prevention and reduction of tobacco use through education, intervention, policy development and community outreach to improve the health of individuals and communities.

BOARD OF DIRECTORS SERVICE COMMITMENT

Terms of Office:

Board members shall be elected for two-year terms and are eligible for re-election for one additional term. If a Board member fills an unexpired term of less than twelve (12) months, the member shall be eligible to serve up to two (2) additional terms. Current members who have (2) consecutive terms, are eligible for re-election to the Board after a one year absence.

Officers:

Chair, vice chair and treasurer positions are elected by the Board of Directors and serve one-year terms. Officers may stand for re-election.

Meetings of the Board:

Annual Meeting

The date of the regular annual meeting shall be set by the Board of Directors who shall also set the time and place.

Official Board Meetings

The Chair shall call meetings of the board. Notice of each non-emergency meeting shall be given to each voting member, by mail, fax, telephone, or email not less than three days before the meeting.

Special Meetings

The Chair may call special meetings and shall provide advance notice not less than twenty-four (24) hours.

Board Member Responsibilities:

As a board member of Prevention Connections, Directors must be fully committed and dedicated to the mission and pledge to carry it out. The duties and responsibilities include the following:

1. Fulfilling fiscal responsibilities on behalf of the organization in collaboration with other board members. This includes understanding the budget and taking an active part in reviewing, approving, and monitoring the budget and fundraising to meet it.
2. Legal responsibilities for this organization include knowing and overseeing the implementation of policies and programs.

3. Understanding the board is the decision-making authority for the organization, requiring Directors to vote on matters solely on what is in the best interest of Prevention Connections. A Director should abstain from voting on matters in which he/she has an interest due to participation in personal, work, or volunteer work matters.
4. Actively engaging in fundraising for this organization in whatever ways are best suited for the Director. These may include individual solicitation, undertaking special events, writing mail appeals, or other methods.
5. Actively promoting Prevention Connections and encouraging and supporting its staff.
6. Understanding and following the bylaws, attending board meetings, notifying the chairperson regarding meeting absences in advance, being available for phone consultation, and serving on at least one Prevention Connections committee.
7. Expressing opinions openly and candidly. Maintaining confidentiality related to issues that are discussed or voted upon.

ONCE YOU ARE SELECTED AS A CANDIDATE

Notification of Selection:

Nominees will be informed of the Nominating Committee's decision in September 2007.

Additional Information Request:

Once slated as a candidate you will be sent information about PC and all requirements for board members. You will also be given contact information for the Chair of the Board of Directors to schedule a time for an interview with the Nominating Committee.

THANK YOU!

On behalf of Prevention Connections thank you for your interest in serving on the Board of Directors.

Prospective Board Member Information Sheet

Name of prospective board member: _____

Title: _____

Organization: _____

Address: _____

City, State, Zip: _____

Telephone: Day _____ Evening _____

E-mail: _____

Source of referral/information: _____

Special skills

- | | |
|--|---|
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Marketing/Public Relations |
| <input type="checkbox"/> Personnel/Human Resources | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Finances | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Business | <input type="checkbox"/> Other: _____ |

Professional background

- | | |
|--|---|
| <input type="checkbox"/> For-profit business | <input type="checkbox"/> Nonprofit organization |
| <input type="checkbox"/> Government | <input type="checkbox"/> Other: _____ |

Education

- | | |
|---|---|
| <input type="checkbox"/> Some high school | <input type="checkbox"/> Undergraduate college degree |
| <input type="checkbox"/> High school graduate | <input type="checkbox"/> Some graduate coursework |
| <input type="checkbox"/> Some college | <input type="checkbox"/> Graduate degree or higher |
| <input type="checkbox"/> Other: _____ | |

Other affiliations: _____

Other board service: _____

Known levels of giving: _____

Other pertinent information: _____
