



New Board Member Candidate Questionnaire
(Non-paid/Volunteer Position)

Contact Information

Name: _____

Address: _____

Employer: _____

Email Address: _____

Telephone: _____ (home)

Telephone: _____ (cell) or (work)

Contact Preference: ___snail mail ___email ___telephone

1. Why are you interested in serving as a NVS board member?

2. Please describe your interpretation of NVS’s mission.

***“Helping People with Neurological Conditions Gain Independence,
One Person, One Job, at a Time.”***

3. How would you assist NVS achieve its mission?

4. What strengths and/or expertise would you bring to the NVS board?

5. What do you see as your role(s) and responsibilities as a NVS board member?

NVS Standing Committees Roles & Responsibilities

Executive Committee: The Executive Committee is composed of the President, Vice-President, Secretary, Treasurer and standing committee chairpersons have the option to attend meetings. This committee acts on behalf of the Board as needed between regular

Board meetings; makes emergency policy decisions and approves agendas for Board meetings. This committee is staffed by the Executive Director.

Board Development Committee: The Board Development Committee is composed of four board members. Working with the Executive Director, this committee is responsible for recruitment and recommendation of new Board members, nomination of Board officers and orientation/training of Board members.

Resource Development Committee: Composed of a minimum of two board members and two staff representatives, the Resource Development Committee, working with the Executive Director, is responsible for developing and overseeing the implementation of fundraising efforts which are designed to ensure that the agency has adequate resources to carry out its mission. These efforts include grant writing, donor solicitations, events and other fundraising activities. In addition, this committee develops and oversees public relations efforts designed to enhance the agency's public image, interpret the work of the agency to the community and market the agency's services and programs.

Finance Committee: The Finance Committee recommends financial and investment policies to the Board for approval and oversees the implementation of these policies. In addition, this committee is responsible for selecting an independent auditor to conduct annual audits of the organization, for reviewing and presenting financial statements to the board, for reviewing and recommending annual budgets to the board and for participating in long-range financial planning.

Committee chair responsibilities include:

- ✚ Working with assigned staff to schedule committee meetings on a regular basis and to establish meeting agendas.
- ✚ Facilitating committee meetings.
- ✚ Tracking progress toward completion of committee work.
- ✚ Working with committee members to ensure that they attend and actively participate in committee meetings.
- ✚ Reporting committee activities to the full board.
- ✚ Bringing policy recommendations to the full board for approval.