



## Interested In Being On Our Board of Directors?

First, thank you for wanting to take an active role in supporting our mission of “saving companion pets’ lives by providing veterinary financial aid to families unable to afford emergency, life-saving care.” We are honored you have selected us out of many wonderful non-profit organizations to dedicate your time and passion toward!

As you may or may not know, there are [legal responsibility and duties](#) for all U.S. nonprofit board members (all of our board members are covered under our Board of Director’s Insurance Policy). In addition, there are other expectations for our current state of our board development. Board membership is a more active and responsible role than volunteering, so we want you to be careful in reviewing your alignment with The Sergei Foundation just as we will be looking to align board members to our internal goals and culture. Please review, and if you would like to be considered for an open board position we invite you to fill out the “BOD application form” on the following page.

### **Fundamental expectations of The Sergei Foundation board members:**

- A dedicated interest in our mission to serve either a one-year or two-year term (both with a 2-year renewal option).
- Commitment to six physical board meetings a year. Currently, meetings are every-other month in the evening (Second Tuesdays, 7:00-8:30 p.m., normally). Alternating months are reviewing items by email. Since we have very few meetings, it is important all board members be present for a quorum. If you must miss one, notice is expected so that you can vote by proxy.
- Weekly time commitment, outside of monthly board meetings, of about 1 hour/week (52/year):
  - During the months we do not physically meet, the board will be reviewing financials and other documents and may have action items or ask for input via email.
  - Time also includes actions to support board-approved goals, both strategic and individual, such as board recruitment prospecting, resource development goals, and strategic plan objectives. This typically has included a yearly personal resource development goal for members that can be achieved by identifying and cultivating prospective donors or sponsors for staff to contact, networking and building strong community relationships, or via areas related to your personal talents or expertise.
- Timely and responsive communications to staff and board members, including prompt response to e-mails and acknowledgement of receipt.
- Commitment to a proud, personal annual gift at a level that is meaningful to you. Only you know what is a suitable level, but a baseline of \$1/day is typical for most members.
- Proudly communicate your board position, advocating where there is appropriate opportunity. For example: A signature line on a personal email account (ex: “Proud member of [The Sergei Foundation](#)” and listing your position on LinkedIn.)
- Appreciate a more informal, yet professional organizational culture. As a small non-profit, we tend to create more personal relationships among us. Board meetings may be at a public location or office location of a board member.



## BOD – Application Form

I have read the expectations The Sergei Foundation has for its board of directors, and I would like to be considered for a leadership role as a member of the board! Applications will be brought to the existing BOD to be reviewed and approved. Please know The Sergei Foundation does not base any board member approval decisions based on race, color, religion, sex, or national origin.

Name \_\_\_\_\_

Personal Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email: \_\_\_\_\_

Have pets? (ex: Dog/Ginger) \_\_\_\_\_

Birthday (M/DD or include year if you wish): \_\_\_\_\_

Employer \_\_\_\_\_

Title/position \_\_\_\_\_

Work Address \_\_\_\_\_

Work Phone \_\_\_\_\_

**How did you hear/learn about The Sergei Foundation?**

**Please explain your interest for wanting to become a board member.**

**What do you feel sets you apart from other potential candidates?**



Please mark any areas of expertise that you could bring to the board, personally or professionally:

Event Planning	Legal
Finance/Accounting	Technology/Website Development
Fundraising or Major Gifts	Volunteer Management
Human Resources	OTHER _____

Feel free to expand on the above here if you wish: \_\_\_\_\_

**Are you currently on a board or previously held a board position with another organization?** Yes No  
 If Yes, please list for what organization, role, and time of service (mark "Current" in date if currently serving on another board.)

<u>Organization</u>	<u>Role</u>	<u>Date of Service</u>
_____	_____	_____
_____	_____	_____

List any leadership roles, civic or professional, that you feel would help The Sergei Foundation in your role as a board member.

Is there anything else you would like The Sergei Foundation to consider when reviewing your application for candidacy? Would you be interested in a board role such as Treasurer, Secretary or a Committee Leader?

My signature below affirms the information in the application is true and correct and designates my desire to be considered for a board member position. If I am selected as a board member, I understand this is a non-paid position. If for any reason I cannot fulfill the term or I do not wish to renew my term, proper notice must be given to the CEO or the Board Chair. Pledged responsibilities for the year would still apply and nomination(s) for a replacement candidate before release of duties would be helpful.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit completed application to [karen@sergeifoundation.org](mailto:karen@sergeifoundation.org) or fax to (336) 306-8783.