



## The Bridge of Lubbock Volunteer Board Application

The Bridge of Lubbock, Inc. is a faith-based non-profit whose mission is to restore the foundation of hope, body, soul, and spirit to the community of East Lubbock. We thank you for your interest in serving on the Board of Directors.

While appointment or election to a board is an honor, board members have important legal and fiduciary responsibilities that require a commitment of time, expertise, and resources. Your completion of this application is necessary so that the members of the Nominating Committee can thoroughly review each application as part of their consideration for your appointment.

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Tell us about your interest in The Bridge of Lubbock and how you believe you can have an impact by serving on the Board of Directors?

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Tell us about previous or current community involvement?

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## The Bridge of Lubbock Volunteer Board Application

Community awareness and fundraising will be a critical focus for the Board of Directors. Tell us about specific experience that you have related to these areas.

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The Bridge of Lubbock is a faith-based organization. Please share your thoughts and beliefs on this topic.

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As a volunteer Board Member, you will have specific responsibilities that will require an investment of time. Please tell us about the investment of time that you are willing to commit to ensure that the Bridge of Lubbock is successful.

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Please provide the following references:

\_\_\_\_\_  
Spiritual Advisor

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Business Colleague

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Personal Contact

\_\_\_\_\_  
Phone Number



## The Bridge of Lubbock Volunteer Board Application

I have read and understand the basic responsibilities of a non-profit board and board roles. If I am selected to serve on the Board of Directors for The Bridge of Lubbock, I will be making a 2-year commitment to foster its mission.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Please return completed applications to The Bridge of Lubbock, Inc. via email [wowen@bridgeoflubbock.org](mailto:wowen@bridgeoflubbock.org) or via fax 806-993-8383 prior to the first Tuesday of the month.

Information gathered from the references provided above will be used in the review process. Applicants may be asked to participate in a phone or formal interview.



## **The Bridge of Lubbock Volunteer Board Application**

Basic Responsibilities include:

1. Determine the organization's mission and purpose.
2. Select the chief executive.
3. Support the chief executive and assess his or her performance.
4. Ensure effective organizational planning.
5. Ensure adequate resources/raise money.
6. Exercise fiduciary responsibility and oversight.
7. Determine, monitor and strengthen the organization's programs and services.
8. Enhance the organization's public standing.
9. Ensure legal and ethical integrity and maintain accountability.
10. Recruit and orient new board members and assess board performance.

Board Roles include:

1. Establish Strategic Direction
  - Develop and maintain focus on mission
  - Establish vision of what the organization intends to be like at some point in the future (3-5 years)
  - Approve strategic goals
  - Articulate the values or principles by which the organization will operate
2. Ensure Resources
  - On an ongoing basis, identify the resources needed:
    - Financial resources
    - Chief executive
    - Information and knowledge
    - An effective board
    - Visibility, support and credibility in the community
  - Establish policies for how these resources will be acquired
  - Determine how board members will participate in resource development, especially in fundraising
3. Provide Oversight/Accountability
  - Program



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- Monitoring (Are we doing what we planned to do in a timely manner?)
- Evaluating (Are our programs effective in servicing our mission?)
- Finances
  - Establish budget guidelines
  - Oversee financial management (Ensure that the necessary financial policies are in place; on a regular basis review financial statements, understand what they say and ask questions when things are not clear; arrange for audit and review audit report.)
- Legal and Ethical Operations
  - Ensure compliance with legal requirements, including with the organizations bylaws.
  - Safeguard the organization's values/philosophy.
  - Avoid conflicts of interest
  - Hold everyone associated with the organization accountable (the CEO, who in turn must hold the staff accountable; the board itself; and each individual member of the organization.)