



Board² Agency Application

Date of Application: _____

Organization: _____

Executive Director: _____

Prefix First Middle Last

Street

City State Zip

Work Phone Mobile Phone Email Address

ORGANIZATION INFORMATION

Organization Website: _____

Type of Organization:

- | | | |
|--|--|--|
| <input type="checkbox"/> Arts/Museum | <input type="checkbox"/> Environmental | <input type="checkbox"/> Mental Health |
| <input type="checkbox"/> Children/ Youth | <input type="checkbox"/> Health Care | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Civic/Community | <input type="checkbox"/> Homeless/Emergency | <input type="checkbox"/> Senior Services |
| <input type="checkbox"/> Disabilities | <input type="checkbox"/> Housing Development | <input type="checkbox"/> Substance Abuse |
| <input type="checkbox"/> Education | <input type="checkbox"/> Literacy | |

Other: _____

What is your agency's annual operating budget?

- Small (<\$500,000) Medium (\$500,000-\$3M) Large (>\$3M)

ORGANIZATION MISSION AND BRIEF DESCRIPTION:

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BOARD INFORMATION

How many board members do you currently have? _____

How many total board members are you currently seeking? _____

Are board members expected to serve on any committees? _____
Please list committees and briefly describe responsibilities.

How often does the board meet? _____

When and where do meetings take place? _____

What is the standard time commitment of each board member including board meetings? _____HRS.

Do you ask board members to help fundraise for your agency?

No, we do not ask this Yes, it is encouraged but not required Yes, it is a requirement

Do you ask board members to make a financial contribution to your agency?

No, we do not ask this Yes, it is encouraged but not required Yes, it is a requirement

If there is a minimum financial contribution expected, what is this amount? _____

Skills and Expertise Needed

Please check all that apply

Skills	No Experience Required	Experience Required
Communications and Marketing	<input type="checkbox"/>	<input type="checkbox"/>
Financial planning and management	<input type="checkbox"/>	<input type="checkbox"/>
Fundraising	<input type="checkbox"/>	<input type="checkbox"/>
Human Resources Management	<input type="checkbox"/>	<input type="checkbox"/>
Information Technology	<input type="checkbox"/>	<input type="checkbox"/>
Organization Development and Strategic Planning	<input type="checkbox"/>	<input type="checkbox"/>
Project Management	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>

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Terms and Conditions

Thank you for working with Giving DuPage. By doing so you agree to these terms and conditions for receiving Board² services. The Executive Director of the organization must sign and date this form.

The Role of Giving DuPage

1. Giving DuPage will identify and refer candidates that attempt to meet the agency's needs as identified in this application. We interview all candidates, to the best of our ability, and try to match a candidate in accordance with the criteria you provide in this application.
2. Giving DuPage does not perform a formal screening process and/or background check on Board² candidates. Giving DuPage makes no assurances concerning any particular Board² participant; nor does it ensure the effectiveness, punctuality, work ethic, skill set, physical or mental ability or integrity of the candidates referred to a nonprofit agency.
3. Giving DuPage connects non-profits with interested and willing candidates, but does not guarantee a connection or placement on a non-profit board.

Agency Responsibilities

In order for this process to work, each agency agrees to:

1. Make their own determination as to the suitability of any individual candidate.
2. By participating in the Board² program, the agency acknowledges that it will not rely on any statements Giving DuPage makes regarding any particular candidate when extending a board offer but will rely exclusively on the agency's own internal "vetting" process.
3. When a Board² candidate expresses interest in a nonprofit board position, Giving DuPage will contact the agency by telephone or email and make a referral. The agency commits to contacting a prospective board member and to setting up an initial meeting **within two weeks** of a referral.
4. The agency agrees to communicate with Board² candidates, **within 30 days**, regarding next steps (e.g., Board of Directors membership approved, recommendation relayed to Nominating Committee for final selection for annual fiscal year start, standard preliminary committee appointment offered, no relevant opening available, decision that expertise is not a match with current organizational needs, etc.)
5. The agency will determine if a board position will be offered to a candidate. The candidate will then choose to accept or decline the board position. The agency will inform the candidate whether it has director and officer insurance coverage and its limits.
6. The agency agrees to communicate the outcome of each board referral to Giving DuPage **within 60 days** of a Board² referral.
7. You herein authorize Giving DuPage and Board² to disclose any and all written or oral information you provide to any candidate seeking board membership
8. You herein agree to indemnify and hold Board², Giving DuPage and its board members, officers and employees harmless from any and all liability, claims, losses and damages of any kind resulting from your participation with the Board² program of Giving DuPage.

By signing this document, you acknowledge that you accept and agree to the terms and conditions listed above. Please submit a signed and dated copy of this form with your application.

(Insert Name), Executive Director

Date

Email completed form to: givingdupage@dupageco.org