

Thank you for your interest in joining the Giving DuPage Board. Giving DuPage seeks board members who believe in our mission, have time to serve, share in the positive vision for our organization and are willing to ensure its sustainability. This document outlines our background, the Board Expectation Statement and the Board Nomination Process for candidates.

MISSION STATEMENT

The Giving DuPage mission is to promote giving and volunteering in DuPage County.

BACKGROUND

Giving DuPage is a 501(c)(3) not-for-profit organization, established in 2001, that connects volunteers and donors with opportunities to get involved and give back in the community. Giving DuPage is the DuPage County Volunteer Center operating as a public-private partnership with DuPage County. The Giving DuPage role is to mobilize volunteers, provide capacity-building resources to nonprofit organizations and inspire our community.

PROGRAMS TO MOBILIZE VOLUNTEERS:

- The most active way Giving DuPage connects volunteers & donors with local opportunities to give back, is through the Giving DuPage Volunteer Portal, a website dedicated to volunteering in DuPage County. Today, the Volunteer Portal features over 400 organizations who have posted 800+ local volunteer & in-kind donation opportunities, all searchable by cause, keywords, skills or geography. The Portal connects over 1,800 volunteers each year or 5 volunteers every day. Since 2006, Giving DuPage has provided 11,000 volunteer connections to over 400 local nonprofit partners.
- Giving DuPage produces the Annual DuPage Giving Guide, a volunteering resource publication, in partnership with the Daily Herald. The Giving Guide lists over 200 local nonprofit organizations with over 300 volunteer opportunities. The Giving Guide is published annually in September, with a circulation of 11,500 DuPage Daily Herald subscribers with 8,000 over run copies distributed to local libraries and at outreach events.
- Giving DuPage developed the Board Match Program to address the number one volunteer need for all nonprofit organizations - finding qualified and committed board members to serve. We recruit, match, place and offer training to individual candidates for nonprofit board service.

PROGRAMS PROVIDING CAPACITY-BUILDING RESOURCES:

- The DuPage Human Race was the signature event of Giving DuPage, held in late April/early May. The Human Race was a 5K Run/Walk fundraiser event that celebrated and supported over 50 local nonprofit organizations, reaching 1,484 race participants. In eight years, over 11,800 DuPage Human Race participants raised \$743,467 in support of race charity organizations.
- In May 2020, Giving DuPage will create a 24-Hour online fundraiser event, Giving DuPage Day, in support of multiple charities. This giving day event will replace the former race event, with the same

goals, to generate participation from thousands of people across the County and raise over \$150,000 for participating charities.

- Giving DuPage hosts training workshops and seminars to support our nonprofit partners with capacity-building resources and professional development opportunities. In 2018, Giving DuPage expanded on the training workshop and hosted a one-day nonprofit conference, with participation of 200 attendees. In 2019, Giving DuPage invited the West Suburban Philanthropic Network (WSPN) to co-host the Nonprofit Conference and had 250 attendees.
- Giving DuPage organizes the Executive Directors Network, a quarterly leadership training series for nonprofit executive directors to network and share best practices. Typically, 35-50 executive directors attend the quarterly meetings.
- Giving DuPage also entered into a partnership with the NIU Civic Leadership Academy (CLA) to offer nonprofit courses, and a certification program, at a discounted rate for its members. Since 2015, over 455 nonprofit professionals have participated in the CLA classes.

PROGRAMS TO INSPIRE COMMUNITY:

- Giving DuPage began a partnership with WDCB Radio to create awareness for local volunteer needs. Giving DuPage helps to connect WDCB to local nonprofit organizations for their monthly 'Doing Good' radio segment. Since 2017, WDCB has conducted over 40 nonprofit interviews with support and connections from Giving DuPage.
- Giving DuPage hosts Volapalooza as a countywide volunteer recognition and celebration event. Held in autumn, we honor over 150 volunteers for their dedication and service supporting local causes. Volunteer Honorees are nominated by nonprofit organizations, faith groups, businesses, government and community groups.

Giving DuPage has achieved remarkable milestones since its inception. We will continue to expand outreach to volunteers and improve programming with strong support from the Giving DuPage Board, the DuPage County Board, as well as from our nonprofit partners and the community.

It is our honor to engage people in service and to promote civic engagement in our DuPage community.

BOARD MEMBER EXPECTATION STATEMENT

GENERAL EXPECTATIONS

1. Giving DuPage provides no compensation for serving on its Board.
2. Serve on the board for the term of 3 years, which may be renewed for one additional term of 3 years.
3. Learn about, support and promote the Giving DuPage mission, purposes, goals, operations, policies, bylaws, and programs, while knowing its strengths and needs. Inform others about the organization.
4. Be an ambassador and advocate on behalf of Giving DuPage. Directors must be prepared to promote the organization in order to secure funding and other support for its programs and services.
5. Devote sufficient time (a minimum of 2-4 hours per month beyond board and committee meetings) and energy to stay informed, fulfill responsibilities, make decisions, and implementation of expectations.
6. Get to know other board and committee members; build working relationships that contribute to consensus, create a positive board culture, and share accountability toward organizational goals.
7. Attend activities and events (at least 1) sponsored by Giving DuPage whenever possible. Some events may take place during the weekend and may be a full-day commitment.
8. In addition to determining Giving DuPage policy and activities, Directors are expected to serve actively on at least one committee, as requested by the President, and accept responsibility for various projects.
9. Willingly contribute skills and expertise (e.g. marketing, accounting, legal, etc.) to further the aims of the organization.
10. Assist with fundraising activities to ensure our organization's success and provide resources for its growth.
11. Develop annual board goals - both as a whole and individually - in support of the strategic plan.
12. Suggest possible board nominees - of diverse backgrounds and of individual achievements - who can make significant contributions to the work of the board and progress of the organization.
13. Abide by the Giving DuPage's conflict of interest policy which incorporates a disclosure form that must be signed upon appointment to the Board and reviewed annually.
14. Provide input and feedback to the President on the performance of staff member(s).
15. Maintain confidentiality, when appropriate, of discussions and reports.

MEETINGS

16. Prepare for, attend and participate in bi-monthly board meetings, committee meetings as scheduled, and appropriate organizational activities. The Board will have five regular meetings and one annual strategic planning meeting. All Directors are expected to attend in-person and fully participate in all meetings. Board meetings are scheduled for 6:00 p.m. to 8:00 on the 2nd Monday of all odd-numbered months (unless otherwise indicated). The Annual Meeting is scheduled in January on a Saturday morning from 9:00am to 12:00pm.

17. The Board agenda will be sent to Directors via email 7 days prior to the meeting date. The annual Board Meeting schedule and dates will be provided at the annual meeting in January.
18. All Directors are expected to arrive on-time, attend meetings in-person, come fully prepared and ready to discuss items presented on the agenda.
19. All Directors are expected to indicate his/her potential absence from a meeting as soon as possible to avoid issues with achieving a quorum for board votes.
20. Ask timely and substantive questions at board and committee meetings consistent with personal conscience and convictions, while supporting the majority decision on issues decided by the board.
21. Provide input in to the strategic plan at the annual meeting and monitor the organization's progress towards achieving established goals at regular meetings.
22. Suggest agenda items periodically for board and committee meetings to ensure that significant policy-related matters are addressed.

AVOIDING CONFLICTS

23. Serve the organization, as a whole, rather than a personal interest, special interest group or constituency.
24. Avoid even the appearance of a conflict of interest that might embarrass or create legal issues for the board or the organization.
25. Disclose potential conflicts to the board in a timely fashion.
26. Never accept (or offer) favors or gifts from (or to) anyone who does business with the organization.

FIDUCIARY RESPONSIBILITY

27. Exercise prudence with the board in the control and transfer of funds.
28. Perform annual review of the 990 forms and filings as appropriate and within assigned time frame.
29. Faithfully read and understand the organizations financial statements and otherwise help the board fulfill its fiduciary responsibility, including but not limited to, taking an active role in reviewing, approving and monitoring the budget.

FUND RAISING RESPONSIBILITY

30. Board Members will consider Giving DuPage a philanthropic priority and make annual gifts to reflect that priority. The expectation is each Director make a minimum annual contribution of \$200 by January 31 of each year. In order for Giving DuPage to credibly solicit contributions from foundations, organizations and individuals, there is an expectation to have 100% participation from all Board Members for their annual contribution, commensurate with their capacity.

31. So that Giving DuPage can credibly solicit contributions from foundations, organizations, and individuals, Giving DuPage expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity.
32. Board Members are also asked to participate in the Development Plan, and goals stated therein, by securing (or contributing) financial support of \$2,000 annually in support of Giving DuPage programs. Board Members can achieve this a variety of ways (i.e. fundraiser events, online pledge activities); and is commensurate with their capacity.

BOARD NOMINATION PROCESS

STEP 1 - RECRUIT:

Current Giving DuPage Board Members review current board gaps/priorities and will recruit & nominate prospective candidates.

STEP 2 - FORM:

Nominating Board Member sends the 'About Giving DuPage & Board Member Expectation Statement' as well as link to the Board Interest Form (givingdupage.org/boardinterest) to prospective candidate and copies Executive Director.

STEP 3 - REVIEW:

Prospective Candidates review the Expectations Statement and complete the Board Interest Form. The Board Chair & Executive Director reviews for eligibility and confirm candidate helps to fill current board gaps.

STEP 4 - INTERVIEW:

Upon review, the Executive Director will invite candidate for an in-person interview with 2 current Board Directors (preferably at the same time). Board members will review interview guidelines prior to meeting.

STEP 5 - VOTE:

Giving DuPage Board Members provide their recommendation for the candidate; if it's a positive recommendation, the Secretary will send candidate's nomination info to the full Board for an email vote.

STEP 6 - SUCCESS:

With a majority 'yes' vote, the candidate will be officially invited to join the Giving DuPage Board at the next meeting.

If a candidate feels they do not have the time or ability to meet board expectations, she/he is welcome to become involved with Giving DuPage as a committee member.

Currently, Giving DuPage has the following active committees:

- Giving DuPage Day Committee - meets from January to May
- Volapalooza Committee - meets from June to November
- Finance Committee meets quarterly

Giving DuPage thanks all candidates for their time and consideration to join us in our mission.