

Thank you for your interest in joining the Giving DuPage Board. Giving DuPage seeks board members who:

- ✓ believe in and are committed to our volunteerism mission
- ✓ have time to serve on the board
- ✓ share in the positive vision for our organization
- ✓ represent diverse communities
- ✓ reside or work in our DuPage County
- ✓ 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.

## **VISION STATEMENT**

Cultivating a fully engaged community through the power of service.

## **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 locally and give back in the community. Giving DuPage serves as the DuPage County Volunteer Center operating in 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 375 nonprofit organizations who have posted 800+ local volunteer & in-kind donation opportunities, all searchable by cause, keywords, skills or geography. The Portal connects over 2,000 volunteers each year or 5 volunteers every day. Since 2006, Giving DuPage has provided 13,000 volunteer connections to the local nonprofit community.
- Giving DuPage provides outreach presentations about volunteerism and to demonstrate the Volunteer Portal. In any given year, the Giving DuPage team may present to 30-40 groups reaching 500-750 people. Giving DuPage Board of Directors can also participate in outreach presentations.
- 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. Our latest focus has been to be more inclusive and recruit more diverse board candidates to serve locally.

PROGRAMS PROVIDING CAPACITY-BUILDING RESOURCES:

- In April 2020, Giving DuPage created virtual multi-day fundraiser event called Giving DuPage Days, in support of multiple charities. Giving DuPage Days is a signature countywide event for our organization and supports over 100 local charities. In the 2-year success of this event, 4,604 donors have raised \$622,071 for over 100 charity organizations. Our plan is to grow this event to 5-day community fundraiser to raise over \$1,000,000 within the next 3-5 years.
- 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. In 2020, Giving DuPage hosted virtual nonprofit training sessions attended and viewed by over 500 participants.
- 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 Center for Nonprofit & NGO Studies to offer nonprofit courses, and a certification program, at a discounted rate for its members. Since 2015, over 900 nonprofit professionals have participated in these nonprofit 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 60 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. In 2021, Giving DuPage hosted this event virtually and over 560 people have viewed the event since the premiere.

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/board-interest](https://givingdupage.org/board-interest)) 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 Days 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.