



INFORMATION & APPLICATION FOR APPOINTMENT

NAMI Yakima Board of Directors

Please complete the following application for consideration for appointment to the NAMI Yakima Board of Directors. If you have questions, please contact the NAMI Yakima office at 509.453.0753 or via email at info@namiyakima.org

Board of Directors appointments are made each July by the NAMI Yakima Executive Committee. Directors serve two year terms from July – June of each calendar year. Filing an application is not a guarantee of appointment. We thank you for your interest in serving the organization in this way.

Applications should be returned by June 23rd to:

NAMI Yakima

Attn: Lori Gendron, Executive Director

PO Box 10918

Yakima, WA 98907

lorig@namiyakima.org



NAMI Yakima Board of Directors Job Description and Board Norms

Job Description:

Major Responsibilities of the NAMI Yakima Board of Directors

- 1 Determine and Further the Organization's Mission and Purpose
- 2 Aid in the Selection of the Executive Director
- 3 Ensure Effective Organizational Planning
- 4 Ensure Adequate Organizational Resources
- 5 Manage Resources Effectively
- 6 Enhance the Organization's Public Image
- 7 Serve as a Court of Appeal
- 8 Regularly Assess Its Own Performance

These major responsibilities will be attended to through the Board's role in the following organizational areas:

Administrative

- Aids in the selection of the Executive Director and/or other staff as necessary
- Supports the Board President's role as the Executive Director's primary supervisor

Governance

- Establishes and/or continues the legal or corporate existence of the affiliate
- Ensures that the affiliate meets legal requirements for the conduct of the affiliate business and affairs
- Adopts and revises bylaws and ensures that the affiliate operates within them
- Adopts policies which determine the purpose, governing principles, functions and activities and courses of action of the affiliate
- Assumes ultimate responsibility for internal policies which govern the affiliate
- Adopts short and long range plans of the affiliate

Fiduciary

- Approves and monitors the corporate finances of the affiliate
- Creates a financial climate for fulfilling the affiliate mission/purpose
- Authorizes and approves an audit (if needed)
- Responsible for oversight of all expenditures dealing with affiliate property

Fund Development

- Makes annual financial contribution at a level consistent with financial ability to ensure 100% board participation in annual giving, affiliate membership, or related initiatives
- Ensures that sufficient funds are available for the affiliate to meet its objectives



- Actively recruits and introduces individuals and corporations to the affiliate, and supports cultivation of new and existing corporate, foundation, individual and planned gift donors or prospects
- Participates in fundraising activities of the organization including personal solicitation campaigns, special events, donor recognition, etc.

Public and Community Relations

- Understands and interprets work of affiliate to the community
- Relates the program of the affiliate to the work of other agencies, organizations and corporations, and focuses on progress in the community as a whole.

Board Norms:

NAMI Yakima Board Members can expect to:

1. Start and end bimonthly business meetings on time.
2. Attend board meetings. Attendance will be reflected in minutes – present, excused, not excused
 - a. Depending on the size of the board, a quorum of at least 51% of the board of directors must be present in order to conduct the business of the organization.
3. Read Board packets and other pertinent information before the meeting. Come prepared to discuss the agenda. Bring your passion, ideas and solutions to the table.
4. Keep on track with agenda discussion; other items/business will be discussed at the end of the meeting.
5. No talking while others have the floor. Be respectful.
6. Respect the individual opinions of others – no personal attacks.
7. Minimize side talking.
8. Maintain confidentiality – nothing leaves the Board meeting.
9. No 'parking lot' meetings.
10. The Board President shall remain neutral.
11. Make decisions based on the best interests of NAMI Yakima – avoid personal bias and interest.
12. Have fun!



APPLICATION FOR APPOINTMENT

NAMI Yakima Board of Directors

Date: _____

Name: _____

Occupation (if retired or not currently employed, please indicate former occupation, if any):

Home Address:

Email Address:

Telephone:

Home _____ Business/Cell _____

Professional/Community Activities:

Have you ever had involvement with person(s) who have mental illness:

___ Yes ___ No

If yes, what has been your personal and/or professional involvement?
(Please check all that apply.)

I have a mental illness. (I am a mental health 'consumer')



- I am a family member of someone with mental illness.
- I am a professional who works with those with mental illness.
- I am an interested community member who would like to learn more about mental health.
- Other:

How did you learn of this opportunity?

Describe why you are interested in serving on NAMI Yakima's Board of Directors:

Please list two (2) personal and/or professional references:

| | Name | Phone | Reference Type (personal/professional) |
|-------------|-------|-------|---|
| Reference 1 | _____ | | |
| Reference 2 | _____ | | |

Applicant Signature: _____ Date: _____