

Board Member Application



Contact Information

Name	
Street Address (Number/Street, City, Zip)	
Mobile Phone	
Secondary Phone	
E-Mail	
Current Employer & Job Title	

Availability

On an ongoing basis, when are you most or least likely to be available to serve? Rank likelihood of availability from 1 (not available) to 5 (almost always available)

<input type="checkbox"/>	Weekday mornings	<input type="checkbox"/>	Weekend mornings
<input type="checkbox"/>	Weekday afternoons	<input type="checkbox"/>	Weekend afternoons
<input type="checkbox"/>	Weekday evenings	<input type="checkbox"/>	Weekend evenings

For which board position are you applying

Any board position

Specific Board Officer Positions

<input type="checkbox"/>	Board Chair	<input type="checkbox"/>	Board Treasurer
<input type="checkbox"/>	Board Secretary	<input type="checkbox"/>	Chorus President

Skills Inventory Self-Assessment

Assess your competence / experience level in the following skills areas. (1=low, 5=high competence)

<input type="checkbox"/>	Accounting	<input type="checkbox"/>	Personnel Evaluation	<input type="checkbox"/>	Databases
<input type="checkbox"/>	Investments	<input type="checkbox"/>	Organizational Development	<input type="checkbox"/>	E-Commerce
<input type="checkbox"/>	Budgeting	<input type="checkbox"/>	Volunteer Development	<input type="checkbox"/>	Cloud Computing
<input type="checkbox"/>	Risk Management	<input type="checkbox"/>	Conflict Resolution	<input type="checkbox"/>	Experience with Community Chorus Arts Organization Board
<input type="checkbox"/>	Non-profit Tax Reporting	<input type="checkbox"/>	Management	<input type="checkbox"/>	Other GLBT Organization Board
<input type="checkbox"/>	Social Media	<input type="checkbox"/>	Public Speaking	<input type="checkbox"/>	Board Leadership
<input type="checkbox"/>	Web Site Development	<input type="checkbox"/>	Donor Development	<input type="checkbox"/>	Experience with CCMC
<input type="checkbox"/>	E-marketing	<input type="checkbox"/>	Corporate Sponsorship	<input type="checkbox"/>	Political/Advocacy Experience
<input type="checkbox"/>	Contracts	<input type="checkbox"/>	Fundraising, General		
<input type="checkbox"/>	Management	<input type="checkbox"/>	Event Planning		
<input type="checkbox"/>	Hiring	<input type="checkbox"/>	Project Management		

Skills Summary

Summarize the skills and qualifications you want to use in board service to the CCMC.

Previous Volunteer/Board Experience

Describe your previous volunteer experience including any board service.

Vision

In your own words, describe what you understand as the vision, purpose, goals for the CCMC.

Why us?

With all the volunteer opportunities in the community, why have you chosen the CCMC?

Additional Service

If asked to oversee one of the committees or to assume a specific volunteer role in addition to my board service, I would be interested in the following:

- Production Committee
- Artistic Committee
- Volunteer Committee
- Nominating Committee

- Marketing Committee
- Membership Services Committee
- Front Door Operations
- Finance Committee

Agreement and Signature

____ I am willing to support and advance the mission of the CCMC. (CCMC Bylaws, Article III, Section 1)

____ I have read & accept the bylaws section regarding the powers, responsibilities and accountabilities of the board.
(See below)

____ I understand that I will be asked to set an individual give-or-get commitment that is suitable for my personal skills, abilities, and resources. I understand that this commitment will be confidential and that the membership will only know the board's aggregate commitment.

Before an interview is scheduled with the nominating committee you will be provided with the CCMC's complete bylaws and Operation's Manual and asked to read the section affecting board responsibilities and duties.

Name (Printed)	
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in board service.

Please email your completed application to boardchair@ccmcaustin.org.

Powers, Responsibilities, and accountabilities of the board:

- (a) The Board is responsible for the overall policy and direction of the CCMC.
- (b) The responsibility for funding the CCMC lies ultimately with the Board through promoting the CCMC, organizing fund raising activities, and establishing an individual Board member "Give or Get" policy
- (c) The Board is accountable: to the membership for governing the affairs of the CCMC; to the state of Texas for adhering to state corporate law; and to the federal government in matters relating to legislation affecting nonprofit organizations. The Board shall be guided by the expressed desires of the membership and their actions shall not be in conflict with the CCMC mission and purposes.
- (d) The Board is accountable for the organization's usefulness and effectiveness, for the present and the future. The Board must ensure that strategic and operational planning takes place, approve the product of planning, and ensure that implementation takes place. The Board must direct and be active participants in the planning process.
- (e) The Board is authorized to enact additional policies and procedures necessary for effective operation of the CCMC, provided they do not conflict with the mission and purposes of CCMC. Such policies and procedures will be documented in Board minutes or in a CCMC Operating Manual. Board policies documented in the CCMC Operating Manual will include:
 - (1) Policies affecting individual members including, but not limited to:
 - a. Membership fees, dues, and other assessments.
 - b. Availability of financial assistance to members requiring such consideration in meeting the financial obligations of CCMC membership.
 - c. Member safety, decorum, and discipline.
 - d. Expectations for performing members such as rehearsal attendance, preparation, and member responsibilities for performance attire
 - (2) Policies affecting CCMC operations including:
 - a. Financial Policies, including cash control procedures.
 - b. Personnel Policies for paid and volunteer staff.
 - c. Detailed job descriptions for all staff positions, key volunteer positions and committees.
- (f) The Board is authorized to employ and release all employed or contracted staff, in accordance with policies adopted by the Board, except that prior to engagement, persons recommended to be employed or contracted as Artistic Director must be approved by a majority vote of the CCMC members. The Board will assure that job descriptions and performance appraisal criteria are established for each position. The Board is also authorized to contract for services essential to CCMC operations and not readily available from the Board, staff, or volunteer resources.
- (g) The Board receives no compensation other than reimbursement of reasonable expenses.