



APPLICATION FORM

Thank you for your interest in serving as Executive Director/CEO (ED/CEO) or a member of the Board of Directors of the L-Fund. Serving on behalf of the L-Fund is a rewarding experience and an opportunity for personal and professional growth. Completing this form will help you understand the skills and time/resource commitments of this leadership position. You may find it helpful to read through the entire application and ED/CEO and Board Member Responsibilities before you begin filling it out.

Please return the completed application to The L-Fund, Attn: Dr. Jan Alden, 400 S. Farrell Dr., Suite B107, Palm Springs, CA 92262, or by email info@L-Fund.org.

This application will be kept confidential and on file at the L-Fund office. Applications are used by the Board's Nominating Committee to identify and evaluate potential candidates. All new directors are elected by a majority vote of current board members.

GENERAL RESPONSIBILITIES

1. Serves a minimum of one (1) three-year term. Eligible to serve two (2) three-year terms if re-elected.
2. Attend monthly board meetings, committee meetings, and L-Fund events (including fundraising and outreach). The ED/CEO and Full Board of Directors meets the 2nd Saturday of every month from 10 am to 12 pm.
3. Makes a serious commitment to participate actively in the L-Fund committee work. The L-Fund is a working board where each director chairs a committee or project.
4. Stays informed about committee matters, is prepared for meetings, and reviews and comments on minutes and reports.
5. Builds a collegial working relationship with other committee members that contributes to consensus.
6. Participates in the committee's annual retreat and in-service training for evaluation and planning efforts.
7. Participates in the advancement of the Mission and Vision of the L-Fund, including fundraising and member recruitment.

MISSION STATEMENT

To provide resources to Lesbians in crisis,
to empower Lesbians through education,
and to celebrate Lesbians in community.

VISION STATEMENT

The L-Fund envisions a future in which members of the Lesbian community will have a reliable resource for emergency Financial Assistance, Health & Wellness as well as advancement through Education and the Arts

CANDIDATE INFORMATION

Name: _____

Address: _____

City: _____

Telephone: _____ Email: _____

Educational Background: _____

Work History: (Attached resume acceptable) _____

What inspires you to want to become an L-Fund board member?

Other Memberships, Achievements, etc: _____

Area(s) of expertise/contribution you feel you can offer: _____

Please check the following skills you can contribute to the Board:

- | | |
|---|---|
| <input type="checkbox"/> Volunteer Coordination/recruitment | <input type="checkbox"/> Diversity and Inclusion |
| <input type="checkbox"/> Microsoft/ PowerPoint | <input type="checkbox"/> Knowledge of Government or Social Services |
| <input type="checkbox"/> Graphic Design/ Website Mgmt | <input type="checkbox"/> Accounting |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Event Planning |
| <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Financial Planning/Analysis |
| <input type="checkbox"/> Social Media Management | <input type="checkbox"/> Organizational Future Planning |
| <input type="checkbox"/> Outreach and Marketing | <input type="checkbox"/> Interviewing Skills |
| <input type="checkbox"/> Knowledge of Education System | |
| <input type="checkbox"/> Grant Writing | |

Community Involvement: _____

Volunteer Experience: _____

Given your skills, expertise, and experience, what Board Position(s) interest you?
(Check all that apply):

_____ Executive Director

_____ Board Co-Chair

_____ Board Secretary

_____ Board Treasurer

_____ Board Member

BOARD CANDIDATE QUESTIONNAIRE

1. If selected, how do you feel you could contribute to the success of the L-Fund?

2. Are you willing to give time, energy, and resources to support the L-Fund mission?

3. Members stay connected to the L-Fund through meeting attendance, committee work, membership events, email, and other communications. Do you have the time and resources to be an active Member of the L-Fund Board?

4. Are you comfortable soliciting others for membership and funding? _____ If yes, describe any experience(s) in doing so:

5. What does leadership mean to you?

6. What do you believe are the two most significant issues or problems facing the L-Fund?

Job Responsibilities of the ED/CEO, Board Chair and Board

The Executive Director / Chief Executive Officer (ED/CEO)

The L-Fund ED/CEO serves as an ex-officio member on all L-Fund committees. Her duties include responsibility for overseeing the administration, programs, and strategic plan of the organization, including fundraising, marketing, and community outreach. The ED/CEO and Board fulfill the organization's mission, leading in a manner that supports and guides the organization as defined in this Policies and Procedures manual, working together to implement the programs that carry out our mission and vision statements, working to enhance the L-Fund's image by being active and visible in the community, and by working closely with other professionals, civic and private organizations. Board members are volunteers. The ED/CEO is answerable to the Board.

The ED/CEO reports directly to the Board, primarily through the Board Chair, and has a vote on all matters voted on within the Board, except as related to her duties, responsibilities, or salary.

The ED/CEO carries out the Policies and Procedures as set forth by the Board and serves under the direction of the Board. As new staff are hired, the ED/CEO is responsible for hiring and firing all staff and is in charge of all supervision of the staff.

Job Responsibilities

- Planning and operation of the annual budget with the Board Chair and CFO
- Lead Fundraising Marketing and other Communications effort
- Establishing employment and administrative policies and procedures for all functions and the day-to-day operation of the nonprofit
- Serving as The L-Fund's primary spokesperson to the organization's constituents, the media, and the general public
- Establish and maintain relationships with various organizations throughout the community and utilize those relationships to strategically enhance The L-Fund's Mission.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility
- Supervise, collaborate with organization staff
- Strategic planning and implementation
- Oversee organization, Board, and committee meetings
- Review and approve contracts for services

The Board Chair

The Board Chair has the same right to vote as other Board members. Service on the L-Fund's Board is without remuneration

Qualifications

Personal qualities of integrity, credibility, and a passion for improving the lives of L-Fund's beneficiaries. Prior leadership experience working on a Non-Profit Board of Directors preferred.

Duties of the Board Chair

The Board Chair supports and sustains the work of the L-Fund and provides leadership and strategic-support. Specific responsibilities include leadership, governance, and oversight, including but not limited to:

- Being a trusted advisor to the ED/CEO as she develops and implements strategic plans
- Serves as the contact point for every Board member on Board issues
- Develops and manages relationships and communications with funders, sponsors, donors, partners, and others
- Sets goals and objectives for the Board and ensures that they are met
- Ensures that all Board members are involved in committee activities
- Facilitates Board meetings
- Creates a purposeful agenda in collaboration with the ED/CEO and facilitates it
- As a Board member, works with the CFO and ED/CEO to approve L-Fund's annual budget, audit reports, and material business decisions
- Is informed of, and meets all legal and fiduciary responsibilities
- Assists the ED/CEO in recruiting Board members
- Periodically consults with Board members on their roles
- Plans, preside over, and facilitates Board, committee, and subcommittee meetings; partnering with the ED/CEO to ensure that Board resolutions are carried out
- Acts as an ambassador for the organization
- Ensures the L-fund's commitment to a diverse Board
- Participates as a fundraiser
- Ensures that all Board members are involved in committee activities
- Interrupts dominating or untoward behavior during meetings
- In collaboration with the ED/CEO generates substantial annual revenue and fosters the L-Fund's overall financial health
- Personally treats the L-Fund as a top organizational priority
- Ensures that 100% of the L Fund Board members make their annual contribution of \$240 and participates in L-Fund activities
- Identifies and cultivates Foundations, and solicits major individual donors, and Corporations,

Relationship with the ED/CEO

Both the Board Chair and the ED/CEO of the organization support, consult and complement each other. Both have individual and separate responsibilities. To be precise: the ED/CEO manages the operational activities and the Board Chair

leads the Board. Both share leadership in their mutual pursuit to advance the mission of the organization. They are committed to communicating openly and regularly

The Board

The L-Fund operates on values of trust, confidentiality, kindness, and integrity among ourselves and with all others. We serve-Lesbians of the Coachella Valley, Moreno Valley, Yucca Valley Morongo Valley, Joshua Tree, Beaumont, Banning, Hemet, 29 Palms and Idyllwild.

The L-Fund Board has always been committed to ethnic and age diversity on the Board. Our goal is to do our best to uphold this tradition.

Duties

The Board is responsible for:

- Approving an annual budget,
- Being supportive of the ED/CEO and Board Chair,
- Updating and reviewing policies and procedures,
- Aware of the financials
- On-going fundraising
- Outreach (Colleges, Universities, Community Events, Agencies)
- Creation of and participation in subcommittees as needed to ensure the continuity-of the L-Fund.
- Engage of ED/CEO is by a vote of the Board.