

# Shepherd's Table Prospective 2022 Board Member Nomination Form

*The following information is for internal use only*

Thank you for your interest in serving Shepherd's Table on the Board of Directors ("Board"). Please review the job description for a member of the Board (page 9) to understand the commitment to Shepherd's Table, the Board and to you. We ask for a variety of information to ensure that the Board reflects the skills and talents needed to govern the organization as well as the rich diversity of our community. Decisions will not be based on any single variable.

## Submission Details

Please return your completed application along with a resume or short biography no later than **Thursday, September 30, 2021** to Paul Kaplun and Chaz Brooks at [ptkaplun@venable.com](mailto:ptkaplun@venable.com) and [cdb64@georgetown.edu](mailto:cdb64@georgetown.edu).

**Date:**

**First and Last Name:**

**Contact Information:** Please provide us with the mailing address, phone, and e-mail address we may use to contact you.

**Mailing Address:**

**Home Phone:**

**Cell Phone:**

**Mobile:**

## Your Affiliations and Experience

**Most Recent Employer and Job Title:**

**Relevant Professional Skills:**

**Current and Past Board Memberships (please list years of involvement and duties)**

**Current and Past Civic or Community Group Roles**

**Current and Past Experience in Fundraising:**

**Other Volunteer Experience:**

## Your Expertise and Interests

Check under “Expertise” for skills and abilities **you have now**.

Check under “Interest” areas in which you have an interest in contributing as a Board Member.

Skills and Abilities	Expertise	Interest
Advocacy	<input type="checkbox"/>	<input type="checkbox"/>
Business/Entrepreneur/Finance	<input type="checkbox"/>	<input type="checkbox"/>
Community Organizing	<input type="checkbox"/>	<input type="checkbox"/>
Complex Business	<input type="checkbox"/>	<input type="checkbox"/>
Data Collection and Evaluation	<input type="checkbox"/>	<input type="checkbox"/>
Governance/Management/Leadership	<input type="checkbox"/>	<input type="checkbox"/>
Human Resources Management	<input type="checkbox"/>	<input type="checkbox"/>
Information Technology	<input type="checkbox"/>	<input type="checkbox"/>
Legal/Compliance	<input type="checkbox"/>	<input type="checkbox"/>
Marketing/Public Relations	<input type="checkbox"/>	<input type="checkbox"/>
Nonprofit	<input type="checkbox"/>	<input type="checkbox"/>
Organizational Development	<input type="checkbox"/>	<input type="checkbox"/>
Philanthropy	<input type="checkbox"/>	<input type="checkbox"/>
Public/Social Policy	<input type="checkbox"/>	<input type="checkbox"/>
Public Affairs	<input type="checkbox"/>	<input type="checkbox"/>
Social Work	<input type="checkbox"/>	<input type="checkbox"/>
Social Services	<input type="checkbox"/>	<input type="checkbox"/>

Strategic Planning	<input type="checkbox"/>	<input type="checkbox"/>
Underserved/Unhoused	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

Each Board member serves on at least one committee. The following is a list of the 2021 committees, which are described in more detail on page 12. Please indicate which committee(s) would be of interest to you. **Note that the composition of committees is subject to change in 2022.**

Executive

Nominating

Board Development

Community Relations

Finance

Strategic Development/  
Fundraising

### Your Expertise and Interests (Continue)

Briefly describe the aspects of our mission that you feel most strongly about—in other words, describe your **motivation** to serve on the Board:

Briefly describe what you want to **contribute** through service on the Board:

Briefly describe what you want to **gain** through service on the Board:

## Demographic Information

*Shepherd's Table promotes a culture that demonstrates practices of diversity, equity, and inclusion for board, staff, volunteers, and program participants.*

**Gender Identity:**

**Age:**

**Race/Ethnicity:**

**Sexual Orientation:**

**Physical Ability/Neuro Type:**

**Religious Affiliation (if applicable):**

(Church/Synagogue/Mosque/  
Temple/Other membership)

## Frequently Asked Questions

### **When is the Nomination Form due and are there any extensions?**

This form is due by 11:59pm, **Thursday September 30, 2021**. Due to volume, the deadline is firm for all applicants.

### **What is the term of office?**

A term is 3 years and, if in good standing, a member is eligible to run for one additional 3-year term.

### **When is the 2022 Orientation for new members of the Board?**

It is tentatively scheduled for Saturday, February 5, 2022.

### **When does the full Board of Directors regularly meet?**

During the pandemic, the Board has met virtually every other month in the evening. Normally, the Board meets at the Shepherd's Table office in Silver Spring in the evening every other month.

### **When do committees meet?**

In general, committees meet during alternate months from Board meetings.

### **Is there a requirement that Board members donate a minimum amount to The Shepherd's Table each year?**

Yes. According to the bylaws, Board members are encouraged to support Shepherd's Table by making a "significant" donation, as each is able, to its continued operation. Members are expected to give or raise a minimum of \$1,000 during the calendar year. Tickets to major events such as the spring and fall fundraiser are in addition to this \$1,000 commitment. If such an adjustment is needed, our Executive Director is available for a confidential consultation. You will receive additional opportunities for giving once this commitment is fulfilled; additional gifts are welcome, but you are not expected to respond to every solicitation. We value the many contributions of board members, including financial and in-kind, and are willing to work with the varying abilities of our board.

### **Are there events/activities where Board member participation is expected?**

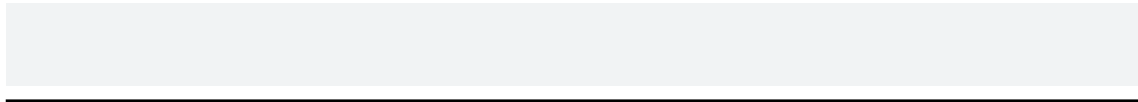
Yes. Participation is expected at the following three events in addition to new member orientation and alternate monthly full board and committee meetings.

- With the pandemic, Shepherd's Table needed to pivot its 2021 annual spring and fall fundraiser to virtual events.
- The Board hosts an annual "Bright Meal," which is an extra-special dinner in December for Shepherd's Table guests. Board members are expected to help pay for the meal, and to help with preparation, serving, and cleaning up afterwards. Participation in the annual Board "Bright Meal" is in addition to the minimum required donation by Board members described above. In what other events and activities may Board members participate?

Board members are invited to smaller fundraising and community events held throughout the year and are strongly encouraged to attend at least two to three per year. We hope that

board members will volunteer to serve occasional meals at Shepherd's Table if their schedules permit.

By signing below, I understand and agree to abide by the Board Member responsibilities.



*(Your Signature)*



# **SHEPHERD'S TABLE 2022 BOARD EXPECTATIONS**

Together Meeting Needs, Changing Lives

The Board of Directors of Shepherd's Table is legally and ethically responsible for all activities of the organization.

## **OVERVIEW**

**Shepherd's Table Board of Directors provides the following services to the organization:**

- Determine how the organization carries out its mission through long- and short-term planning and review.
- Adopt an annual budget and provide fiscal oversight.
- Engage in fundraising activities to provide fiscal support for the organization.
- Recruit and orient new Board members.
- Hire, as needed, and evaluate the performance of the Executive Director on an annual basis.
- Evaluate the performance of the Board of Directors.
- Establish policies for the effective management of the organization.
- Provide personal and professional expertise to guide the organization.

**Responsibilities of Individual Directors include:**

- Understand and promote the organization's mission.
- Be familiar with the organization's programs and operations.
- Participate in at least one Board committee.
- Participate in resource development and fundraising.
- Give to or raise for the organization a minimum of \$1,000 in each calendar year.
- Identify potential donors and solicit donations for specific events or the organization as a whole
- Assist in recruiting volunteers for Shepherd's Table.
- Enhance the image of Shepherd's Table in the community.
- Help to educate the community about issues related to poverty and homelessness.
- Assist the Board and staff to assess the needs of Shepherd's Table clients.
- Identify potential conflicts of interest.
- Understand the role distinction between serving as a Board member and serving as a volunteer.

**Time Demands (approximate):**

- Attend all of the regularly scheduled Board meetings, held on a set (TBD) Tuesday of January, March, May, July, September and November from 7:00 p.m. to 9:00 p.m. at Shepherd's Table or at an alternate site. Board members must notify the chair in advance if a meeting will be missed. Our effectiveness as a Board is tied to robust engagement of Board

members.

- Actively participate in at least one Board committee and perform committee work (1-3 hours per month or as needed by the committee).
- Attendance is expected at least three events each year, including the annual spring and fall fundraisers, and the annual “Bright Meal”.
- Participate in an orientation session for new Board members.
- Participate in the Board planning retreat (half day, usually every other year).

### **Investing in Shepherd’s Table:**

Shepherd’s Table Board members are asked to consider a gift that is “significant,” in relation to their individual financial circumstances, to support the organization. Members are required to give (or raise) a minimum of \$1,000 during the calendar year. Tickets to major events such as the spring and fall fundraiser are in addition to this \$1,000 commitment. Funders prefer to see 100% Board participation, as a demonstration that the Board is active and financially invested in its organization. This amount may be adjusted in individual circumstances. If such an adjustment is requested, a confidential consultation is available.

### **Legal Responsibilities:**

The Board of Directors, acting as a single entity, is legally and ethically responsible for all activities of the organization. Individual board members have an obligation to uphold the standards of conduct set for them by the board and applicable laws. These standards include the duty of care, the duty of loyalty and the duty of obedience as well as those mandated by the Federal 990.

### **Duty of Care:**

The duty of care describes the level of competence that is expected of a board member, and is commonly expressed as the duty of “care that an ordinarily prudent person would exercise in a like position and under similar circumstances.” This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization. Meeting attendance is not optional; it is a part of the duty of care. A board member is expected to attend meetings, come prepared to the meetings, ask probing questions, pay attention, and make decisions according to his or her best judgment. Coming prepared means the member is familiar with the agenda, has read the Board book, and has completed any assignments from the previous meeting.

### **Duty of Loyalty:**

The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means that a board member can never use information obtained as a member for personal gain, but must act in the best interests of the organization.

### **Duty of Obedience:**

The duty of obedience requires board members to be faithful to the organization's mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public's trust that the organization will manage donated funds to fulfill the organization's mission.

**Expectations of Board Members:**

Board directors may expect the following:

- An orientation to Shepherd's Table and its Board.
- An annual schedule of board meetings and advance notice of all relevant committee meetings.
- An opportunity to engage in discussion of relevant issues and use their expertise.
- A voice in designing the structure of the board, its agendas and meeting logistics.
- Quality support and courteous and professional treatment from Shepherd's Table staff and the Board members.

## **The 2021 Committees for Shepherd's Table Board include:**

### **Executive**

Develops recommendations with respect to various matters pertaining to the affairs of the Corporation and shall report such recommendations to the Board of Directors for action. Includes the Chair, Vice Chairs, Secretary, Treasurer, and a Board member representative elected by the Board.

### **Board Development**

Provides direction on governance, organizational and personal development of the members of the Board, conducts an annual assessment of the Board at the group and individual level, and plans the annual retreat.

### **Finance**

Reviews and recommends financial and insurance matters for the Board, including policies which ensure adequate internal controls and which maintain financial records in accordance with standard accounting practices, and shepherds the budget process in cooperation with the Executive Director.

### **Nominating**

Responsible for nominating persons to serve as Directors, giving regard to the qualifications required in these bylaws, nominating persons to serve as the elected officers of Shepherd's Table, and for providing orientation and education of Board members.

### **Personnel**

Guides development, review and authorization of personnel policies and procedures; acts as grievance board for formal written grievances against the Executive Director; consults and assists the Executive Director with review of staff compensation packages; and conducts annual review of the Executive Director.

### **Strategic Development**

Provides a strategic vision and high-level road map for Shepherd's Table's future development efforts, sustainability and growth inspired by the articulated mission and vision statements. The committee functions as a think tank for the organization focused on: (1) Current and future needs of the community; (2) Current trends in philanthropic giving; and (3) Recommendations for Shepherd's Table role.