

# Shepherd's Table Prospective 2024 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 expectations for a member of the Board (page 6) 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 **Friday, September 29, 2023**, to Chaz Brooks at [chasmin.d.brooks@gmail.com](mailto:chasmin.d.brooks@gmail.com) and Helaine Resnick at [heresnick@gmail.com](mailto:heresnick@gmail.com).

**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:**

# Demographic Information

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

**Gender Identity:**

**Age:**

**Race/Ethnicity:**

**Sexual Orientation:**

**Physical Ability/Neuro type**  
(how you interpret and respond to different situations, environments and/or social cues):

**Religious Affiliation (if applicable):**  
(Church/Synagogue/Mosque/  
Temple/Other membership)

## 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 2023 committees, which are described in more detail on page 8. Please indicate which committee(s) would be of interest to you. **Note that the composition of committees is subject to change in 2024.**

- |   |  |
|---|--|
| <input type="checkbox"/> Executive                        | <input type="checkbox"/> Strategic Planning                    |
| <input type="checkbox"/> Finance                          | <input type="checkbox"/> Community Relations                   |
| <input type="checkbox"/> Board Development/<br>Nominating | <input type="checkbox"/> Strategic Development/<br>Fundraising |

### Your Expertise and Interests (Continued)

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:

# **SHEPHERD'S TABLE 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 financial 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 in assessing 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 at Shepherd's Table

**Time Demands (approximate):**

- Attend all of the regularly scheduled Board meetings, typically held on a Tuesday in 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 if an absence is anticipated. Our effectiveness as a Board is tied to the 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 for 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 fundraisers do not count toward this \$1,000 commitment. Funders that support Shepherd’s Table expect to see 100% Board participation as a demonstration that the Board is active and financially invested in the organization. This amount may be adjusted in individual circumstances. If such an adjustment is requested, 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 inconsistent with the organization's central goals. 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.

### **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/Nominating**

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. 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 providing orientation and education of Board members.

#### **Finance**

Reviews and recommends financial and insurance matters for the Board, including policies that 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.

#### **Strategic Development/Fundraising**

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.

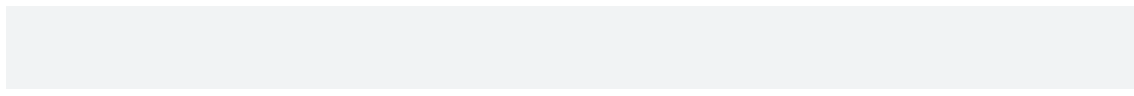
#### **Community Relations**

Reviews, recommends and supports Shepherd's Table's advocacy priorities within the community, seeking to advance policies and initiatives benefiting Shepherd's Table's clients and overall



mission on issues impacting food insecurity, housing and mental health services. Working in conjunction with Shepherd's Table staff, engagements range from time-sensitive drives to support clients to community-facing forums with local and state candidates around key issues and seek to strengthen the organization's role and reputation in the community.

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



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*(Your Signature)*

