

## *Thank you for considering service on the CAPI Board of Directors.*

The mission of CAPI is **to guide refugees, immigrants, and our communities in the journey toward self-determination and social equality.**

As you consider this opportunity, please familiarize yourself with this list of expectations:

### **As a Board Member –**

1. I will interpret the organization's work and values to the community and promote the organization.
2. I will attend at least 75% of board meetings (typically held monthly at 8:30 a.m. on the 4<sup>th</sup> Friday of the month), committee meetings, and special events.
3. I will make a personal financial contribution at a level that is meaningful to me.
4. I will actively participate in one or more fundraising activities.
5. I will actively participate in one or more standing committees.
6. I will act in the best interest of the organization, and excuse myself from discussions and votes where I have a conflict of interest.
7. I will take seriously the major legal responsibilities of serving on a board, including and especially the fiduciary role.
8. I will stay informed about what's going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other matters.
9. I will work in good faith with staff and other board members as partners towards achievement of our goals.

### **From CAPI –**

1. I will receive an orientation to the board by the Executive Director and a current member of the Board of Directors.
2. I will be sent, without request, monthly financial reports and an update of organizational activities that allow me to act as a "prudent person" in my legal responsibilities as a board member.
3. The organization will help me perform my duties by keeping me informed about issues in the communities in which we are working, and by offering me opportunities for volunteerism and growth as a board member.
4. Board members and staff will respond in a straightforward fashion to questions I have that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to this organization. Board members and staff will work in good faith with me towards achievement of our goals.
5. If the organization does not fulfill its commitments to me, I can call on the Board Chair and Executive Director to discuss these responsibilities.
6. Opportunities will be offered to me to discuss with the Executive Director and Board Chair the organization's programs, goals, activities, and status; additionally, I can request such opportunities.

## *For Your Reflection*

As you consider joining the CAPI Board, here are some questions to consider:

### **Is CAPI the right cause and organization for me?**

Approach this decision as if you were planning to make a major donation: you would probably begin by thinking of areas where you have strong feelings. After settling on a subject area, you might then learn about several different organizations working in that field, and investigate ones that seem to have high impact and are well managed. Only after you were fully satisfied would you make the donation.

First ask yourself whether you truly feel strongly about the type of work that the organization does and the people it serves. Since, as a board member, you'll be investing not only money but time and energy, ask yourself whether the organization seems to be a pretty good risk as an investment.

### **What can I, and what will I, contribute to this organization?**

What skills, contacts, and perspectives do I have that will be useful to this organization? How, specifically, will the board use what I can bring? Often as board members, we find that some of our talents and contacts never seem to get utilized by the boards we're on. Perhaps your network includes dozens of influential community leaders. Perhaps you have writing skills that are not used at your job. Consider first what you bring to the table, and then, whether you are willing to give that to the organization. Look, too, for vehicles for your skills; if you can't see a specific vehicle (work on an event, help market a service, work with the Treasurer), your desire to contribute may well go unfulfilled. Ask yourself:

*Do I believe in this organization enough to introduce my friends to it? Can I make a commitment to attending at least 75% of the meetings? Am I willing to give up one or more mornings a month? Can I volunteer with other board members at other times that meeting dates? Would I feel comfortable having my name on their website or brochure? The right time to ask these questions is before, not after, you have joined the board.*

### **What do I want to get out of being on this board?**

An all-too-common experience for board members at the ends of their terms is feeling that they didn't, after all, really get deeply involved and don't, as a result, feel that they either contributed as much or got as much as they had hoped when they first joined. Board members who plan and ask for what they want in the board will contribute more as well as gain more. For example, if you don't have a finance background but wish you knew more about finance, consider asking to be appointed to a financial task force. If there's a community leader on another committee who you would love to get to know, ask to be on that committee, and put in the time to be sure you get to know all the members well. If one of your reasons for joining the board was to meet new people, volunteer to help any way that makes sense.