



BOARD APPLICATION AND POSITION DESCRIPTION

Overview

The Kane County Bar Foundation governs the overall execution of the organization's mission. Principally, the Board manages organizational finances and sets long term priorities for programs, including the development of the A Commitment to Excel (ACE), Law School Scholarships, Mock Trials and the Children's Waiting Room. Additionally, the Board oversees the Executive Director, who is responsible for day-to-day management of the organization. Overall, the members of the Board contribute the educational, management, legal, and financial skills needed to ensure long term organizational stability and ensure year-to-year performance of the Kane County Bar Foundation.

The Board of Directors has no less than 12 and no more than 16 total members. There shall be at least 8, but no more than 12 attorneys (including KCBA president) and at least 3 but no more than 7 non-attorneys. The Executive Director and Children's Waiting Room Director are also non-voting board members. We do not currently have a set term.

Board Member responsibilities include attendance at regular board meetings (average 12 per year), as well as teleconference meetings and active electronic conversations as part of Board committees. In some years the Board has held additional meetings. Board members also hold a fiduciary responsibility for management of organizational capital and ensuring appropriate filings with federal, state, and local authorities consistent with the organization's status as a 501(c)(3) nonprofit organization. The attendance policy allows for removal if three consecutive meetings are missed without notice.

Declaration of Candidacy

Board positions require a time and energy commitment that should not be underestimated. Candidates are urged to consider personal priorities for the next year as well as the ways to contribute to the development of the organization.

Resources available to prospective members:

- Organizational Documents: Strategic Plan, Bylaws, FY Budget, Operating Principles, and others upon request
- Program Overview & Calendar of Events
- Email or call the Executive Director Ann Marie Lobb with questions or if you would like the contact information for the current Nominating Committee chair.

To apply:

- Submit the one-page Board Application (page 2 of this document) and your résumé to Ann Marie Lobb. PLEASE WRITE "NEW BOARD MEMBER APPLICATION" in the subject line.
- Copies of the one-page application will be distributed to those selecting members and will aid in understanding how you would like to contribute to the organization's work.

Time and Financial Considerations

Meetings:

- Board Meetings- monthly
- Annual retreat
- Fundraising events- board participation needed/required

Donations: As with any Board, members will be solicited for a cash or in-kind donation; 100% participation is sought; the amount is optional but we ask that board members consider giving at a leadership level. Board members should maintain an active membership status during their term.

Application for Kane County Bar Foundation Board Candidacy

Name	
School / Company	
Current Occupation	
Contact Details	
<u>Address</u>	
<i>Telephone</i>	
<i>Cell Phone</i>	
<i>E-mail</i>	

We want to understand your views on current operations and how your potential contributions might fit with the organization’s vision. Please answer the following questions. Limit your response to this page/the space provided. Address and contact information will not be distributed. Please also send your résumé to Ann Marie Lobb at info@kanecountybarfoundation.org

1. Please **briefly** describe your academic and professional background, and other relevant experien

2. Why do you seek a position on this board?

3. Please briefly outline the specific skills you bring, or contributions you hope to make, to this board.

4. Have you or are you currently serving on a board of directors for another nonprofit organization? If so, please list organization(s) name and your position/role.

5. Have you ever been a party to, or involved in, any pending civil litigation, or do you anticipate being so involved in the foreseeable future?

6. Have you ever been convicted of a criminal offense (not including traffic offenses) or are you currently under investigation or are you being charged with a criminal offense?

7. What is your preferred method of contact/communication? Email Phone Call Text Message

8. Please identify three professional references with their names, email and phone number.

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ONLY THIS SINGLE PAGE WILL BE DISTRIBUTED TO COMMITTEE MEMBERS ALONG WITH YOUR RESUME.