



Fishline

Food Bank & Comprehensive Services

SKILLS, KNOWLEDGE, AND EXPERIENCE

Fishline would like Board Members to use and share their experience and talents. Please check those talents that you could share with Fishline from your career(s), training, or other sources.

- | | | |
|--|--|---|
| <input type="checkbox"/> Strategic/Business Planning | <input type="checkbox"/> Not-for-profit Management | <input type="checkbox"/> Accounting |
| <input type="checkbox"/> Legal Issues | <input type="checkbox"/> Financial Management | <input type="checkbox"/> Risk management |
| <input type="checkbox"/> Facilities Management | <input type="checkbox"/> Fund Raising | <input type="checkbox"/> Construction/Remodel |
| <input type="checkbox"/> Computer Networking | <input type="checkbox"/> Website Management | <input type="checkbox"/> Social Networking |
| <input type="checkbox"/> Volunteer Coordination | <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Community Organizing |
| <input type="checkbox"/> Marketing and/or PR | <input type="checkbox"/> Event Planning | <input type="checkbox"/> Grant Writing |

Other (please explain): _____

INTERESTING TALENTS AND HOBBIES

Please list your hobbies, skills or talents not noted elsewhere that you feel might be useful to Fishline. Examples: retail, marketing, foreign language, teaching technology use, resume writing, etc.

COMMUNITY INVOLVEMENT

For what other community organizations do you regularly volunteer time or other support? Are you willing to advocate for Fishline within these organizations?

Please identify other Boards on which you have served, listing organization and your position(s).

FISHLINE INVOLVEMENT

Please briefly describe why you are interested in becoming a Fishline board member, and in what ways you feel you could best help Fishline achieve its mission.

Each board member serves on at least one committee, in addition to assisting fundraising. Please identify your first and second choices of committee assignments from the attached list of committees.

First Choice: _____ Second Choice _____



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REFERENCES

Please list the name and current contact information for two people, other than current Fishline board members, who we may contact about your application.

FISHLINE COMMITMENT TO YOU

AS A BOARD, WE OFFER FORMAL AND INFORMAL OPPORTUNITIES FOR BOARD MEMBERS TO INCREASE, AND APPLY, THEIR ABILITIES. BELOW IS OUR COMMITMENT TO BOARD MEMBERS:

- PROVIDE ORIENTATION TO HELP YOU UNDERSTAND SOME OF THE STANDARD PROCEDURES AND GROUP NORMS.
- PROVIDE THE OPPORTUNITY FOR 3RD-PARTY TRAINING IN SELECTED TOPICS SUCH AS RISK MANAGEMENT, MEETING MANAGEMENT, AND STRATEGIC PLANNING.
- INCLUDE BOARD MEMBER NAMES IN OUR PUBLICATIONS AND WEBSITE.
- PROVIDE TIMELY, ACCURATE FISHLINE INFORMATION INCLUDING MONTHLY BOARD AGENDA AND MEETING MINUTES, MONTHLY FINANCIAL STATEMENTS, AND BOARD MEMBER CONTACT INFORMATION.
- MAINTAIN INSURANCE THAT PROTECTS BOARD MEMBERS AGAINST ANY LIABILITY ASSERTED AGAINST OR INCURRED BY THE INDIVIDUAL IN HIS OR HER CAPACITY AS A DIRECTOR OF FISHLINE.

YOUR COMMITMENT TO FISHLINE

- PLEASE READ AND CHECK OFF THE FOLLOWING STATEMENTS THAT REFLECT A BOARD MEMBER'S COMMITMENT TO FISHLINE.

- I UNDERSTAND I WILL BE EXPECTED TO DEVOTE AT LEAST 8 HOURS PER MONTH AVERAGE, OVER A YEAR, FOR PROJECTS, MEETINGS, AND PARTICIPATION IN OTHER FISHLINE EVENTS.
- I UNDERSTAND THAT MANY GRANTS ARE DEPENDENT ON FULL FINANCIAL PARTICIPATION BY THE BOARD. THUS, I WILL COMPLETE AND PAY AN ANNUAL FINANCIAL PLEDGE THAT FITS MY BUDGET. THIS IS A SEPARATE AMOUNT AND COMMITMENT FROM ANY FUNDS DONATED TO SPECIFIC PROGRAMS OR SPENT AT FUNDRAISING EVENTS.
- I HAVE READ AND ACCEPT THE DUTIES AND RESPONSIBILITIES OUTLINED ON PAGE ONE OF THIS FORM.



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- I HAVE DISCUSSED FISHLINE'S FUNDRAISING PROGRAMS WITH A CURRENT BOARD MEMBER AND AM AWARE OF THE CURRENT PROGRAMS.

- I AGREE TO A BACKGROUND CHECK AS REQUIRED BY THE STATE OF WA FOR ALL VOLUNTEERS. SHOULD YOUR APPLICATION GO FORWARD, YOU WILL BE PROVIDED A SEPARATE AUTHORIZATION FOR THIS PROCESS.

ONCE ELECTED TO THE BOARD, I AGREE TO:

- READ AND ABIDE BY THE FISHLINE ETHICS POLICY AND ALL FISHLINE BYLAWS.
- READ THE FISHLINE CONFLICT OF INTEREST POLICY AND SIGN A CONFLICT DISCLOSURE DECLARATION.
- PROVIDE A BRIEF BIO AND PHOTO TO BE POSTED ON THE FISHLINE WEBSITE.
- PARTICIPATE IN A VOLUNTEER ORIENTATION PROGRAM AT FISHLINE.
- CONDUCT MYSELF PROFESSIONALLY AT ALL TIMES AND ABIDE BY FISHLINE'S "CULTURE OF RESPECT" POLICIES.
- TRACK AND SUBMIT MY VOLUNTEER HOURS MONTHLY.
- PAY MY ANNUAL BOARD PLEDGE IN A TIMELY MANNER.

Signature: _____

Date: _____



Board Committees

Each board member is expected to actively participate on at least one committee and serve as board liaison for the group. Additional committee members may include Fishline staff, volunteers, and paid service providers. Where appropriate board members should chair the committee, they are participating on.

Board Development

Judy Dougherty (Chair), Betty Herman, Tom Eckmann

Responsibilities: Board recruitment, mentorship and education, “board book” and other related documentation and activity.

Finance and Audit

Becky H (Chair), Judy Dougherty, Marge Johnson, Tony Hinson

Responsibilities: Treasury functions (accounting, financial reporting, cash management and audit)

Funds Development/Grants/Auction/Marketing & Communications

Patti Dudley (Chair), Caroline Perisho, JoAnn Anderson, Karen Timken, Tony Hinson, Becky Hall (Chair Grants), Sharon Stiles, Blair Anderson (Chair Auction), Jeff Griffin, Robbin Rea.

Responsibilities: Donor relations and strategies to increase Fishline donations from all sources. Planning and execution of Fishline’s grant writing program and planning and execution of Fishline’s annual fundraising events. Develop and implement a comprehensive development plan. Brand management, messaging, website, social media, community engagement and public relations.

Comprehensive Services Center/Program Oversight

Tracy Russell (Chair), Betty Herman, Sandra Allen, Kim McKoy, Patti Dudley, Jennifer Evans

Responsibilities: Planning and policy development for Fishline’s new Comprehensive Services Center. reviews metrics for all programs and makes recommendations based on those metrics.

Facilities and Operations Oversight

Tom Eckmann (Chair), Members- Patti Dudley, Linda Burris, Jeff Griffin

Responsibilities: Oversight for all Fishline buildings and property including unbudgeted expenditures exceeding \$500 per occurrence. planning, development and optimization of Fishline’s IT infrastructure.

Human Resources

Sharon Stiles (Chair), Betty Herman, Patti Dudley, Judy Dougherty, Caroline Perisho

Responsibilities: Provide HR support to the Executive Director including organizational development, compensation, and policies/procedures. Ensure that volunteer talents are maximized within appropriate scope of work.

Strategic and Business Planning



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Tom Eckmann (Chair), Kim McKoy, Caroline Perisho, Patti Dudley, Tony Hinson, Karen Timken, Tracy Russell, Blair Anderson, Jennifer Evans

Responsibilities: Maintain Fishline's comprehensive 3-year business plan. Lead the develop and keep updated a three-year strategic plan. Planning and development of Fishline's retail store operations.

Client Advisory Committee (on-hold)

Responsibilities: Monitor quality of service and client experience.

Volunteer Advisory Committee (on-hold)

Responsibilities: Oversee volunteer recruiting, engagement, and retention; provide direct information channel to board, ensure quality of volunteer experience