



The
GurI Code
I Code. You Code. We Code. GurI Code!

Board Member Recruitment
Package 2022

Invitation Letter Draft to Board Prospects

January 1, 2022

Dear Prospective Board Member:

In January 2022, new members will be appointed to the Board of Directors of The Gurl CODE, Inc. for a two-year term. You have been considered as a possible candidate for board service. I am requesting that you give serious consideration to a board position.

The next several years promise to be exciting ones for The Gurl CODE, Inc. The organization will continue to have a positive impact on the community. The Board of Directors will play a central role in this important work. Because of your experience and involvement in your Child's future, I feel you are well qualified for a board position. As you consider this opportunity, I ask you review the board director member position description along with other organization information. As you will see, we are expecting the board to be an active one.

A primary responsibility of board directors is to participate in the development of policy and major decision-making at board meetings held at least four times a year. Other key responsibilities are monitoring the Foundation goals and objectives; assisting in fundraising activities and representing the Foundation in the broader community.

Founding in 2017, The Gurl CODE Inc., would like to be recognized as benefiting specific projects and programs in our city and having a real impact within the community. We invite you to become a part of this growing organization. If you wish to be considered as a candidate for the Board of Directors, please fill out the attached application form.

If you have any questions, please contact me at 317-763-8465.

Sincerely,

Lannie L. Terry M.A.

Area(s) of expertise/contributions you feel you can make as a Board Director:

Other current volunteer commitments:

Please list (3) references

Name _____ Contact Info _____

Name _____ Contact Info _____

Name _____ Contact Info _____

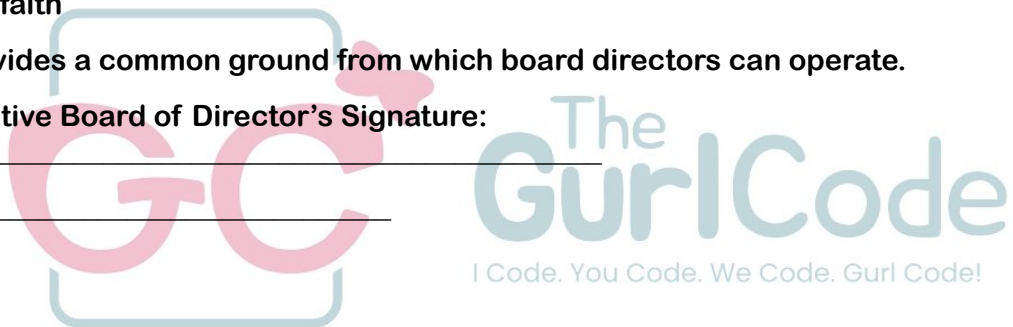
I have received additional information on Rosamond Foundation i.e., business plan, and position

description. I am aware that the Board of Director Position Description is an expression of good faith

and provides a common ground from which board directors can operate.

Prospective Board of Director's Signature: _____

Date: _____



Board of Directors Application

Please Print. Please attach a current resume when submitting this application.

Name _____

Address _____

City _____ State _____ ZIP _____

Please check which phone number is the best choice for contacting you.

Home Phone _____ Work Phone _____

Cell Phone _____ Email Address _____

Employer _____

Below is a list of committees. Please check all that interest you.

Grants Finance Program

Public Relations Fundraising Special Events

Long Range Planning Nominating Parent Advisory Committee

Projects Speaker’s Bureau

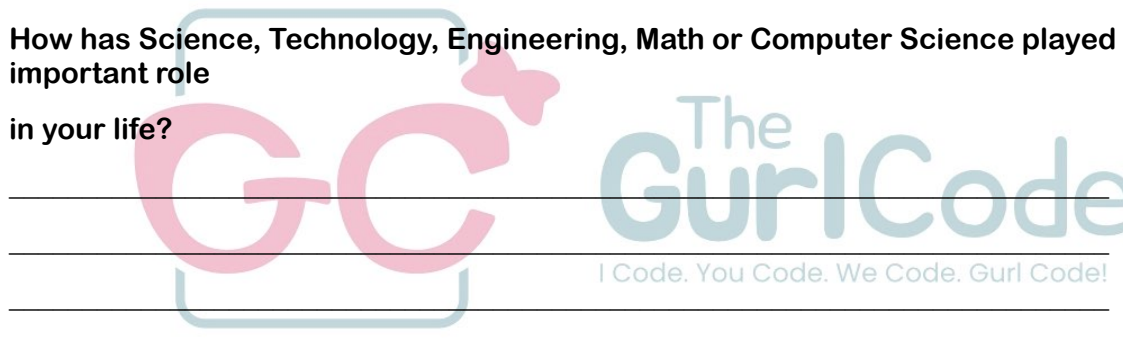
***Please note ALL board members must serve on at least one committee* It is highly likely that**

you have been invited to apply to sit with the board of directors for The GURL CODE because

of a special talent you have and therefore you will be asked to chair a specific committee.

How has Science, Technology, Engineering, Math or Computer Science played an important role

in your life?



All incoming board members must be nominated to the board of directors by a current member

of the board.

Nominated by: _____ Date: _____

Duties of the Board of Directors

As a board member of The GURL CODE program, I pledge to commit myself, the community

for which I am serving and for the trust of my fellow members of the board. With this said,

I _____ pledge:

- To uphold the mission and purpose of the GURL CODE program.**
- To provide a plan so that the created mission becomes functional and real.**

- To deliberate on implementation of plans as they relate to the GURL CODE program.
- To safeguard the assets and future viability of the organization and to ensure the availability of resources needed to implement the approved plan.
- To monitor and evaluate the growth and development of the GURL CODE program.
- To provide accountability (reporting) to the membership.
- To work together as a unified body to establish community standing and program belief.
- To abide by the duties agreed upon and uphold the mission.

Signature_____Date_____



Duties of the Board Vice President

Purpose

The purpose of the Board Vice President is to uphold the mission and be second in command within the organization. The Board Vice President shall work to accomplish the goals set by the unified body by providing ethical principles with knowledgeable decision with an un-biased opinion.

Specific Duties

The Board Vice President will:

- Promote the history, mission, values and goals of organization.

- Read, understand and practice set bylaws.
- Oversee board meetings and prepares agendas in the case of the President's absence(s).
- Establish the organizations place in the community.
- Create and update the organization's SWOT analysis process.
- Understand and protect public standing
- Understand and analyze our competitors and collaborators
- be the communication between staff, board members, and community.

Qualifications

The Board Vice President should:

- Have great leadership skills including excellent management tactics and have great time management skills.
- Be self-motivated and self-directed.
- Have great communication skills and gain cooperation of entire board.
- Have good organizational skills.
- Creative and open-minded yet conventional.
- Remain current and is responsible for overseeing the strategic plan's development, implementation and evaluation for the organization's long- and short-range plans.
- Be prepared, knowledgeable and dependable to conduct business obligations in the case that the Board President is unavailable.
- Understand common business and computer knowledge

Duties of the Board Treasurer

Purpose

The purpose of the Board Treasurer is to uphold the past, present and future financial standings.

The Board Treasurer shall work to accomplish the goals set by the unified body by providing

ethical principles with knowledgeable decision with an un-biased opinion.

Specific Duties

The Board Treasurer will:

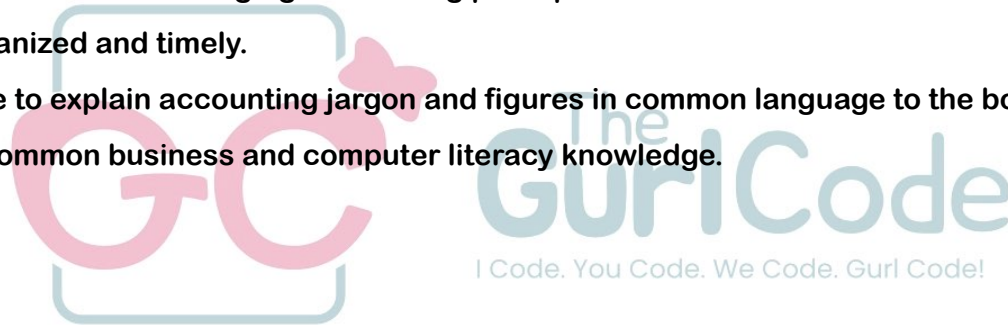
- read, understand and practice set bylaws.
- create and maintain the long-range financial plan of the organization.

- research, conduct and analyze fundraisers.
- keep an accurate balance sheet with clearly defined profit and loss calculations.
- conduct budget procedures and federal financial policies.
- maintain the current budget.
- present solutions to problems and report successes.
- oversee preparation of monthly reports for all board members.
- chair the finance committee.
- oversee preparation for the budget.

Qualifications

The Board Treasurer should:

- have knowledge of general accounting principles.
- be responsible, trustworthy and reliable.
- remain current on changing accounting principles.
- be organized and timely.
- be able to explain accounting jargon and figures in common language to the board.
- have common business and computer literacy knowledge.



Duties of the Board Secretary

Purpose

The purpose of the Board Secretary is to uphold and be responsible for all paperwork (including additional business forms, minutes/notes, handouts, etc.) for the organization. The Board Secretary shall work to accomplish the goals set by the unified body by providing ethical principles with knowledgeable decisions with a un-biases opinion.

Specific Duties

The Board Secretary will:

- understand the history, mission, values and goals of organization.
- read, understands and practices set bylaws.
- be responsible for ALL board meetings minutes and a running account of all agendas.
- establish a responsible, trustworthy replacement in the case of an emergency.
- update the organization's paperwork in the case of revisions.
- keep all legal documentation(s).
- record and disseminate meeting minutes.

Qualifications

The Board Secretary should:

- have good communication skills.
- have excellent organizational skills.
- maintain current notes and is responsible for all meeting materials (past notes, agendas, etc).
- be prepared, knowledgeable and dependable.
- understand common business and computer literacy knowledge.



Duties of the Board President

Purpose

The purpose of the Board President is to uphold the mission and be the head voice of the organization. The Board President shall work to accomplish the goals set by the unified body by providing ethical principles with knowledgeable decision with an unbiased opinion.

Specific Duties

The Board President will:

- promote the history, mission, values and goals of organization.
- read, understands and practices set bylaws.
- oversee board meetings and prepares agendas.
- Prepare, lead and advice all board meetings
- Keep the board members and the meetings on track
- make committee assignments.
- make sure the organization's staff and board members keep up with their duties and responsibilities.
- support board member responsibilities.
- break any ties during voting procedures.
- be an outgoing and friendly face in the community.
- carry the burden for all major decisions and issues for the organization.

Qualifications

The Board President should:

- have great leadership skills including excellent management tactics and be able to delegate tasks successfully.
- have great communication skills and gain cooperation and trust of entire board.
- have good organizational skills.
- creative and open-minded yet conventional.
- preserve the mission/purpose yet prepare for the future of the organization.
- be self-motivated and self-directed.
- understand common business and computer knowledge.
- be willing to participate in a learning (community) organization.

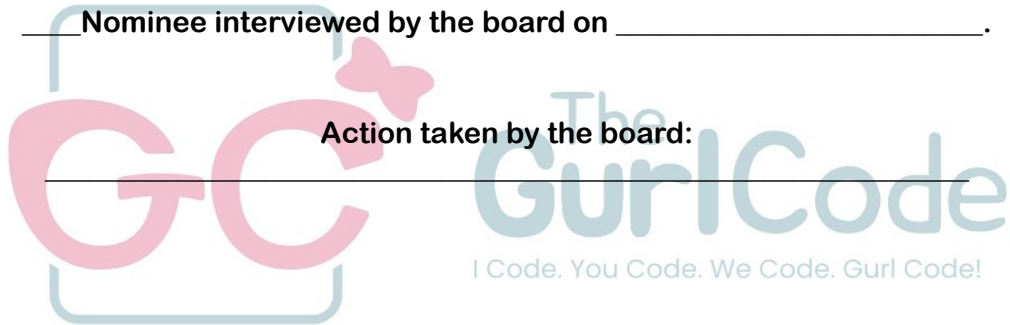
*****For Board Committee Use*****

____Nominee's Application reviewed by Board Development Committee on _____

____Nominee attended a board meeting on _____.

____Nominee interviewed by the board on _____.

Action taken by the board:



Board of Directors Nomination Form

This form can be used by anyone to nominate individuals to serve on The Gurl Code, Inc's board.

Please return to: _____.

NOMINEE: _____

Employer and Title: _____

Address: _____

City: _____ State: ____ Zip: _____

Phone: (W)(____) _____ (H)(____) _____

Recommendation for: Board Committee: _____

Describe skills and talents of the nominee:

To your knowledge, what access to resources does this nominee possess?

Why are you recommending this person?

Nominator: _____ Date: _____

