

# THE WHITTIER ALLIANCE

## 2022 Whittier Alliance Board of Directors Candidate Info Sheet

So, you want to be a WA board member? That's awesome! Here's what you need to know:

### Eligible candidates must be:

- a registered member of the WA (Whittier resident, business owner or property owner),
- 18 years or older, and
- able to demonstrate attendance at WA sponsored events, meetings or task forces, or individual meetings with WA staff or a Board Member within the 12 months before the Annual Meeting.

Any eligible voting member of the organization may become a candidate for board director by completing the 2022 WA Board Candidate Application or by proving eligibility on the day of the Annual Meeting. A digital voter guide will be created at [whittieralliance.org/annualmeeting](http://whittieralliance.org/annualmeeting), and candidate information will be added as completed applications are received; the earlier an application is submitted, the more time voters have to learn about you as a candidate.

### General Overview of Types of Board Seats

1. Board seats are categorized as:
  - a. Resident - renter, homeowner, condo owner, etc. (4 seats elected to 3 year terms),
  - b. Business/Property Owner (3 seats elected to 1 year terms - minimum 1 nonprofit and 1 for-profit + 1 from either sector receiving the most votes following the highest vote-earners from either sector; unless holding a tax exempt status, property owners are categorized as for-profit), and
  - c. Acting Committee Chairs (1 seat per committee elected to 1 year terms at the first committee meeting following the Annual Meeting each year)
2. Business/Property Owner directors (3) are elected in the same voting process opening at the Annual Meeting as the Resident directors (4)
3. There is no deadline for advanced submission of an application. A final call for nominations will be taken from the floor at the top of the annual meeting. Any newly nominated candidates will then need to confirm their eligibility with WA staff before their name will be added to the final ballot, which will open the morning following the Annual Meeting.
4. A 7 day voting period will open following the final presentation of eligible candidates on the ballot and online voter guide. Voting may take place online or in person at the WA office or other WA-designated ballot drop locations. Paper ballots may be requested to WA staff for delivery and pick-up during the voting period no later than Wednesday, May 18th, 2022.

See full bylaws here: [Whittier Alliance Bylaws](#)

Ready to take the next steps? Great! Please take some time to **review the WA Board of Directors Job Description and Responsibilities below, before you complete [the application](#).**

## **Whittier Alliance Board of Directors Job Description and Responsibilities**

**PRIMARY RESPONSIBILITIES:** Board members are legally, financially, and morally responsible for all activities of the organization. Board members are ultimately responsible for determining agency policies and monitoring outcomes.

### **Human Resources – Board members have four key responsibilities in this area.**

1. Attending monthly Board meetings and actively participating on at least one committee and/or project team.
2. Hiring, firing, and ongoing evaluation of the Executive Director.
3. Developing and regularly reviewing Personnel Policies.
4. Setting policy regarding how volunteers should be used, in what areas, and generally how the organization should treat, recognize, and celebrate its volunteers.

### **Planning – Board members have four key responsibilities in this area.**

1. Setting and regularly reviewing the organization's mission/philosophy and goals.
2. Planning for the organization's future on a long-term and short-term basis through the 5 year strategic planning cycle.
3. Determining which services and programs the organization prioritizes based on strategic plan goals.
4. Evaluating the organization's programs and operations on a regular basis.

### **Finance - Board members have four key responsibilities in this area.**

1. Ensuring financial stability and accountability of the organization.
2. Overseeing an ongoing process of budget development, approval, and review.
3. Raising funds and ensuring that adequate funds are available to support the organization's policies and programs.
4. Managing and maintaining the organization's properties or investments in the best interest of the organization.

### **Community Relations - Board members have four key responsibilities in this area.**

1. Ensuring that the organization's programs and services positively, equitably and appropriately address community needs.
2. Supporting the coordinated dissemination of public communications regarding the organization's services and programs.
3. Providing ongoing public relations, including awareness that Board members are always emissaries of the organization in the community.
4. Considering cooperative action, where appropriate, as there are times when participation in coalitions and partnerships are in the best interest of the organization and the community at large.

### **Organizational Operations - Board members have four key responsibilities in this area.**

1. Assuring that the organization's structure, facilities, resources, and systems are adequate to carry out policies and programs.
2. Assuring that the Board's operations conform to By-Laws, Articles of Incorporation, policies, and mission of the organization.
3. Complying with all applicable legal reports, requirements, and responsibilities.
4. Maintaining confidentiality where appropriate, avoiding conflicts of interest, and otherwise operating with prudence, diligence, and in good faith.

**Time Commitment – Board members should be able to commit to a minimum of eight hours monthly on average. Some months will require more time and attention than others throughout the year:**

- 2 hours: Board meeting preparation, email correspondence with WA staff or fellow board members
- 2.5 hours: Attending and participating in the board meeting generally held on the 4th Thursday of each month.
- 1.5 hours: Committee meetings and/or WA project/program/event meetings
- 2 hours: Additional volunteer time (independent project/program/event work, task forces, etc.)

### **Whittier Board Membership**

The Whittier neighborhood is on a steady path toward realizing its goal of fostering a welcoming, diverse, inclusive, and sustainable community. To achieve this important vision, we need the help of residents who are committed to the neighborhood, invested in seeing progress and improvements and are willing to share their talent and perspectives as Whittier Alliance board members.

Each year the Whittier Alliance membership elects 4 Resident directors to serve a 3 year term and 3 Business/Property Owner directors to serve a 1 year term. At the next meeting following the Annual Meeting, Acting Committee Chairs (currently 2) are elected to serve for a 1 year term. Those 7 board members join 8 previously elected Resident directors for a total of 17 seats on the WA Board. All directors serve in a volunteer capacity.

Serving on a neighborhood board is civic involvement at its most grassroots and most impactful level. The free community festival, the youth-led mural down the street, and even the Whittier International Elementary School itself are examples of Whittier Alliance Board involvement, organizing, and decision-making.

### **What is expected of a Whittier Board Member?**

The Whittier Alliance Board both initiates discussions and projects and acts on decisions that come from the community meetings. These decisions contribute to neighborhood livability, the housing climate, and even the commercial viability of the Whittier neighborhood. We need board members who:

- are willing to approach discussions and decision-making with an open mind
- can critically evaluate a proposal and take an unpopular stand if necessary
- can support and help implement the Strategic Plan
- are interested in growing their own cultural competency in order to effectively and equitably serve Whittier’s racially, ethnically, and socio-economically diverse residents and businesses
- are willing to actively share their talent and working knowledge with WA and their neighbors
- see long-term benefit or challenges through thoughtful consideration of options
- are willing to commit an average of 8 hours per month to neighborhood meetings and projects
- support and promote the Whittier neighborhood and encourage participation in the neighborhood process and events

Ideas and opinions are good, but we also need active participation and leadership. Attending Committee/Task Force meetings and the monthly Board meeting is the baseline; assistance with planning and implementation of events and other core programs or projects is expected. Being a neighborhood ambassador to other residents or businesses is also part of the job. All eligible residents, business, and property owners are encouraged to consider serving on the board. Eligibility is defined in the Whittier By-Laws and Board Application.

We recommend that you begin by reaching out to the WA staff or current board members to learn more about the opportunity and how your interests and skills might align with the organization’s current or upcoming areas of focus. Kaley Brown, Executive Director, can be reached at [kaley@whittieralliance.org](mailto:kaley@whittieralliance.org) or 612-871-7756.