



**WHITTIER ALLIANCE**  
*Board of Directors Election Registration*

Please complete and return this form to the Whittier Alliance office no later than Friday, 7 20

**NAME**

**RESIDENCE ADDRESS**

**WORK / BUSINESS /  
PROPERTY ADDRESS**

**PHONE ( ) -**

**EMAIL**

**FAX ( ) -**

**HOW LONG HAVE YOU BEEN A MEMBER  
OF THE WHITTIER ALLIANCE?**

**WHY ARE YOU INTERESTED IN SERVING ON THE BOARD OF DIRECTORS?**

**WHAT EXPERIENCES/SKILLS/TALENTS DO YOU POSSESS THAT YOU FEEL WOULD BE AN ASSET TO  
THE WHITTIER ALLIANCE?**

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**DESCRIBE ANY EXPERIENCES YOU HAVE HAD IN SERVING THE NEIGHBORHOOD AND/OR COMMUNITY (volunteer positions, committees, organizations, etc.):**

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**WHAT ELSE WOULD YOU LIKE TO TELL US ABOUT YOURSELF?**

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*I have read and understand the Whittier Alliance Board of Directors job description and responsibilities. I have participated in Whittier committees or volunteered for neighborhood activities. I give my permission to the Whittier Alliance to display this registration form at the Annual Meeting.*

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**SIGNATURE**

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**DATE**

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*Members of the Whittier Alliance are eligible for board positions. **YOU ARE A MEMBER OF THE WHITTIER ALLIANCE IF YOU...***

*...are a resident of, or*

*...own a business in or are the appointed representative of a business in, or*

*...own property in ...THE WHITTIER NEIGHBORHOOD.*

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*Whittier staff use only:*

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PROOF OF ELIGIBILITY HAS BEEN PROVIDED \_\_\_\_\_

DATE \_\_\_\_\_

VERIFIED BY \_\_\_\_\_

TYPE \_\_\_\_\_

**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 solely responsible for determining agency policies and monitoring outcomes.

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

1. Attending all Board meetings and actively participating in at least one committee.
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.
3. Deciding which services programs the organization provides and prioritizes as part of the planning process.
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. Marketing the organization's services and programs in a coordinated fashion.
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 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 five hours monthly**

2 hours: Board meeting

2 hours: Committee meetings

2 hours: Additional volunteer time (sub-committees, task forces, and other committee meetings)

## **Whittier Board Membership**

The Whittier neighborhood is on a steady path toward realizing its vision of becoming “A World Class Neighborhood.” This is an exciting and important task and goal. To achieve it 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. It doesn’t take a lot of time but it takes a lot of heart and the ability to see the big picture.

Each year the Whittier Alliance elects 5 board members to serve a 3 year term. The 5 board members join a 10 other board members elected from the neighborhood by the neighborhood. Serving on a neighborhood board is civic involvement at its most grassroots and most impactful level. The stop sign at your corner, the home improvement next door and even the Whittier International Elementary School are examples of Whittier Board involvement, action and decisions. We are asking you to consider running for a seat on the Whittier Alliance board during the March 30, 2017 election.

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

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

- see long-term benefit in thoughtful consideration of options
- can support and help implement the Strategic Plan
- can critically evaluate a proposal and take an unpopular stand if necessary
- are willing to actively share their talent and working knowledge with the Whittier Alliance organization
- are willing to commit an average of 6-8 hours per month to neighborhood meetings and service
- 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. The average time commitment per month is about 6-8 hours. Attending Committee and/or Task Force meetings and the Board meeting are basic. Occasional attendance or assistance with planning and implementation of events 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 being on the board. Eligibility is defined in the Whittier By-Laws and Board Application.

We recommend that you begin by attending either the Business Assn. or the Community Issues meetings or help with the Strategic Planning Task forces. This initial participation will introduce you to the broader neighborhood and the issues that are under consideration and will have impact on Whittier.

If you have questions, please contact me or another board member.

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612-871-7756