

THE WHITTIER ALLIANCE

Board of Directors At-Large Candidate Application

Please complete and return this form to the Whittier Alliance office (10 E 25th St.) in person with your proof of eligibility (Whittier residency or property ownership established on or before October 9th, 2019) no later than Friday, March 6, 2020 at 5pm.

Eligible candidates must be present at the Thursday, April 9th Annual Meeting and be able to demonstrate previous participation with the organization to be considered for an at-large Board position. *Reach out to kaley@whittieralliance.org if you are unsure about your eligibility.*

Please do not exceed the space provided in your responses to each question.

Name: _____

Home Address: _____

Work/Business/Property Address: _____

Phone: _____ Email: _____

How long have you been a member of the Whittier Alliance? (Length of residency, property or business ownership in the neighborhood):

Why are you interested in serving on the Board of Directors?

I have read and understand the Whittier Alliance Board of Directors job description and responsibilities. I have participated in Whittier committees, attended meetings or events, or volunteered for neighborhood activities. I give my permission to the Whittier Alliance to display my responses online and at the Annual Meeting to inform voters.

Signature: _____ **Date:** _____

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.

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 at the Annual Meeting the Whittier Alliance membership elects 5 at-large, volunteer board members to serve a 3 year term. The 5 board members join 10 other board members elected from the neighborhood by fellow residents and property owners, up to 5 business and nonprofit community representatives, and additional elected standing committee chairpersons (all elected by peers, as well).

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 Board meeting are basic; 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 member 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

Whittier Alliance

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