



Dear Prospective Board Member,

Thank you for your interest in becoming a member of the Board of Directors of Big Brothers Big Sisters of Island County. As a non-profit organization, Big Brothers Big Sisters relies on our board membership to help set our strategic mission and assist in guiding the work that we do throughout the year. To aid in that, our board conducts an annual meeting each January to brainstorm a strategic plan for the year, establish active committees, and to schedule our regular board meetings for the year.

Our agency vision is that “All youth achieve their full potential” and our mission is to “create and support one-to-one mentoring relationships that ignite the power and promise of youth”. The changes that a volunteer mentor can make in the life of a child are significant. Children’s issues range from the very basic to quite complex – from needing help with academics and social skills to emotional support. We know that adding a caring person to a child’s life increases their abilities in handling life problems that inevitably arise. Friendship and new experiences go a very long way in improving a child’s resilience and coping skills in life.

Thank you for your consideration of joining the BBBSIC board and for being open to this community service. I am enclosing additional information on board membership for you to peruse. If there are any questions that we may answer, please contact a member of the Board of Directors, or our executive director, Preston Merritt.

We look forward to hearing from you.

Sincerely,

Stefanya Huerta

President of BBBSIC Board of Directors

Preston Merritt

Executive Director

ed@bbbsislandcounty.org

360-243-5284



**BOARD OF DIRECTORS
MEMBER APPLICATION**

Vision:

All youth achieve their full potential.

Mission:

Create and support one-to-one mentoring relationships that ignite the power and promise of youth.

We partner with parents/guardians, volunteers, and others in the community and hold ourselves accountable for each child in our program achieving: higher aspirations, greater confidence, and better relationships; avoidance of risky behaviors and educational success.

The above vision and mission statements are the cornerstones of the work done at BBBSIC. All planning and organization focus on these statements with each fundraiser, program, and agency activity centering on this vision and mission. Board and staff members join together annually to review the work completed over the past year and modify the long-range plan and goals in efforts to best meet the needs of community youth.

In order to match your talent, skill, experience, and personal interests with BBBSIC needs, we request that you provide us with the following information. Each board member is subject to a background criminal and reference checks, per BBBS of America Standards of Service. Thank you for your cooperation.

PERSONAL INFORMATION

First: _____ Middle: _____ Last: _____

Address: _____
Street City State Zip

Home Phone: _____ Mobile: _____ Work: _____

Email address: _____

Date of Birth: _____

Gender: Male: _____ Female: _____

Ethnic Origin: _____

Armed Forces Veteran: Yes _____ No _____ Branch of Service: _____

WORK EXPERIENCE

Current Employer: _____

Phone: _____ Duration of Employment: _____

Supervisor, Title and Duties: _____

Past Employer: _____

Phone: _____ Duration of Employment: _____

Supervisor, Title and Duties: _____

EDUCATION & TRAINING

Name of School & Address: _____

Field of Study/ Type of Degree: _____

From/ To, Graduation: _____

Name of School & Address: _____

Field of Study/ Type of Degree: _____

From/ To, Graduation: _____

REFERENCE INFORMATION

Have you ever been convicted of a crime?

Yes: _____ No: _____ Dates: _____

Please Explain: _____



Please provide three references who have first-hand knowledge of your character and personality.

Name & Relationship	Phone	Email	Years Known
1			
2			
3			

1. What are your skills and strengths you have which will help the Board and the Agency?

2. What are your hobbies & interests:

3. Professional organizations in which you maintain membership(s):

4. Any additional comments:

AUTHORIZATION AND RELEASE

I hereby authorize Big Brothers Big Sisters of Island County to investigate my work and personal history. I authorize my employers to provide information about me to Big Brothers Big Sisters and I release my previous employers and Big Brothers Big Sisters from any, and all claims and liabilities of any nature arising from such inquiry and investigation or the supplying of information from such investigation.

By initialing and dating below, I hereby certify that the information herein is a true and complete statement of my personal and professional record to date and falsification or omission to my application or any supplement to it will be sufficient grounds for failure to elect to or for my removal from the Board of Directors. Big Brothers Big Sisters of Island County will also conduct a background check using Talent Wise Services.

Initials: _____ Date: _____

Signature: _____ Date: _____

BOARD OF DIRECTORS JOB DESCRIPTION

Purpose: As a body, to govern and provide direction to Big Brothers Big Sisters of Island County; to act as voting members of the Board with full authority and responsibility to develop policies and regulations for the operation of the agency; to monitor the agency's financial health, programs and overall performance; and to provide the Executive Director with the resources to meet the needs of those the agency serves.

Term Three years

Meeting Attendance: Regular board meetings
Standing committee meetings
Ad hoc committee meetings as appointed
Special events and fundraising events as announced

Responsible to: Board President

Board Responsibilities:

- a. Set policies for the governance of the Agency
- b. To secure funding for the Agency
- c. Enter into and carry out contracts on behalf of the Agency
- d. Monitor Agency financial resources and management
- e. Hire, evaluate and terminate the Executive Director
- f. Approve an annual budget and goals, consistent with the Agency mission
- g. Create, review, and update long-range plans for the development of the Agency
- h. Maintain a responsible relationship with Big Brothers Big Sisters of America

**Individual Board
Member
Responsibilities**

- a. Embrace the mission of the Agency
- b. Attend board meetings, activities, and special events; three consecutive unexcused absences are considered a resignation
- c. Contribute an average of four hours per month to BBBSIC
- d. Read board packets prior to the meeting and be prepared to actively participate
- e. Contribute to meetings, respectfully expressing your point of view
- f. Always respect the views of others
- g. Become knowledgeable about the agency
- h. Actively serve on at least one standing committee
- i. Actively participate in at least one fundraising activity per year, AND raise (give or get) at least \$600/year
- j. Assist in the recruitment of new board members and volunteers
- k. Give support to the Executive Director and agency staff
- l. Serve as an ambassador between the Agency and community
- m. Assume board and committee leadership roles when asked
- n. Keep the Executive Director informed about community concerns



I understand that a critical function of the organization relates to discussion surrounding Bigs, Littles, and funding sources. Any information obtained must be kept in strictest confidence, and this information will not be used for personal gain, private advantage, nor is it to be shared with other non-profit organizations seeking funds or information by any member of the staff or board. I hereby commit to these responsibilities:

Prospective Board Member Name: _____
(Please Print)

Signature: _____ Date: _____

PROGRAM INFORMATION

WHAT IS BIG BROTHERS AND BIG SISTERS OF ISLAND COUNTY AND WHAT DO WE DO?

Big Brothers Big Sisters of Island County creates and supports one-to-one mentoring relationships that ignite the power and promise of youth. We are a private, non-profit, social service agency, matching youth between 6-16 years with a vetted, caring, appropriate volunteer and offering all of our services for free to our community. We match based on the skills and interests of the Big (mentor/volunteer) with the needs and interests of the Little (youth). Once a match is made, Bigs and Littles join us for fun agency-sponsored match activities and are closely followed and supported by an agency Match Coordinator.

WHO BECOMES A BIG BROTHER OR A BIG SISTER?

There are two programs at BBBS! The Community-Based (CB) program, where matches meet per their schedule, 2-4 times per month for 2-4 hours per visit. Site-based (SB) matches meet for about an hour, once a week in a specific setting, like a school or a workplace at the same time and place each week. Each Big is a person who wants to be a friend and mentor to a youth, sharing in the joys and problems of growing up and providing an ear for their Little. Bigs make a commitment for a minimum of one year. BBBSIC Program staff provide monthly match support: keeping everyone safe, assisting in relationship building, and resolving problems should they arise.

HOW ARE VOLUNTEERS SCREENED?

Our professional Program Coordinators assess volunteers carefully. Steps include an orientation meeting, application, local, state, and national background checks, an in-depth interview, reference checks, and educational training sessions. Every effort is made to ensure that the volunteer is a mature, stable, positive role model, who can make and keep their commitment.

HOW DO CHILDREN GET MATCHED?

Interviews are held with the parents and youth. Preferences of all match participants are taken into consideration along with other helpful information such as interests, needs and challenges, as well as geographical location. When a potential Big is identified, basic information is shared with the parent and child to assist in creating the best possible match. After each person consents to the match, a meeting is arranged and the parent, child and volunteer are introduced. In a School-Based match, the teacher is consulted and helps to arrange meeting times.

HOW LONG DOES IT TAKE TO GET A BIG BROTHER OR SISTER?

Once the application is complete, the wait for a Big Brother or Big Sister is 2-6 months on average. The average wait to be matched may be longer for boys. The wait length is very dependent on the volunteer pool as screenings are completed.