



Thank you for your interest in serving on the River City Habitat for Humanity Board. To be considered for this year's nominations, this application packet is due by **Friday March 29, 2019**. We are currently seeking 2-3 new members to serve on our Board. Board terms are for three years. If you are not selected this year, we urge you to reapply next year as our needs change annually.

If you have any questions, please feel free to contact one of our committee members or our Executive Director Susan Cook-Williams at (573) 635-8439.

**You may return the packet by mail:**

River City Habitat for Humanity  
1420 Creek Trail Drive  
Jefferson City, MO 65109

You may also return it by email to [susan@rivercityhabitat.org](mailto:susan@rivercityhabitat.org)

For more information about River City Habitat for Humanity, please visit our website at [www.rivercityhabitat.org](http://www.rivercityhabitat.org)

Sincerely,

River City Habitat for Humanity Nominating Committee

*Mary Schantz*  
*Norm Robinson*  
*Jervey Brown*  
*Erin Weiss*

# River City Habitat for Humanity Board of Directors Candidate application

Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Current Occupation \_\_\_\_\_

Areas of Expertise (Please check all that apply)

\_\_\_\_\_ Business/Corporate

\_\_\_\_\_ Human Resources

\_\_\_\_\_ Education

\_\_\_\_\_ Legal

\_\_\_\_\_ Financial Management

\_\_\_\_\_ Public Relations/Marketing

\_\_\_\_\_ Fundraising

\_\_\_\_\_ Non-profit management

\_\_\_\_\_ Government

\_\_\_\_\_ Philanthropic community

\_\_\_\_\_ Public speaking

\_\_\_\_\_ Volunteer Management

\_\_\_\_\_ Construction

Other areas of expertise/skills: \_\_\_\_\_

\_\_\_\_\_

How did you learn about River City Habitat for Humanity? \_\_\_\_\_

Current Relationship to RCHF? \_\_\_\_\_

\_\_\_\_\_

History of Community/Volunteer Services \_\_\_\_\_

\_\_\_\_\_

Membership in Civic/Professional Associations \_\_\_\_\_

\_\_\_\_\_

Prior Board Experience \_\_\_\_\_

\_\_\_\_\_

Special interests/hobbies \_\_\_\_\_

\_\_\_\_\_

What areas of the RCHFH Board are of interest to you? \_\_\_\_\_

\_\_\_\_\_

How will being a RCHFH Board member be good for you personally? \_\_\_\_\_

\_\_\_\_\_

Board members are expected to attend regular board meetings (12). Board terms are for three years with an option to serve for another term (3 years). Board terms run with our fiscal year (July to June). Do you see this time commitment as a problem? \_\_\_\_\_

Please supply two references. At least one should be from someone with whom you have worked in an employment capacity or as part of a group.

1. Name: \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

2. Name: \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Please allow my name to stand for nomination to the River City Habitat for Humanity Board of Directors. I am willing to commit my time, energy and passion to River City Habitat for Humanity.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# ***River City Habitat for Humanity Board of Directors***

## ***Commitment Agreement***

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I understand that if selected to serve on the RCHFH Board, it will require a commitment of time and energies on my part, including:

- to attend regular board meetings (normally 12)
- to review material related to organization functioning, and
- to uphold the “Responsibilities” of a director and other responsibilities as assigned to the best of my ability.

I understand that it is expected that all RCHFH Board members be “actively involved” in fulfilling my responsibilities as a member of the Board and not merely a supporter of RCHFH.

Signed:

\_\_\_\_\_  
Board Candidate

## ***River City Habitat for Humanity Board of Directors***

### **Board Member Responsibilities**

In order to be a productive and useful member of the Board of Directors of RCHFH, you will be asked to commit to the following:

- 1.) Desire to seek improvement in the lives of our partner families through the united efforts of the organization, volunteers, and board of RCHFH;
- 2.) Make available the time necessary to carry out board, committee and/or officer’s responsibilities (the Board of Directors meets approximately twelve times per year in Jefferson City). The seat of any director who has absented himself or herself from regular Board meetings on three (3) consecutive occasions may be declared vacant by the President.
- 3.) Think in the broader perspective of the needs of our families, volunteers, and the organization.
- 4.) Be a creative contributor;
- 5.) Develop a pro-active position, providing positive influence in decisions which affect the RCHFH and our mission;

## Personal Disclosure Form

Complete this personal disclosure form and return with your River City Habitat for Humanity Board of Directors application. Your information will be reviewed and assessed by the Executive Director. If necessary to make a determination of eligibility, the information will be shared with the President of River City Habitat for Humanity. If selected, we will also perform a Sex Offender Background Check and potentially a Criminal Background Check.

The self-disclosure is a written statement by you of any prior incidents in your history that, if known, could cause harm to or reflect poorly on RCHFH or to the reputation of RCHFH. This is not meant to be intimidating or difficult. Examples of things to disclose and not to disclose are listed below. This list is not finite but is meant to give you some guidance.

Don't Include:

- \* Minor traffic violations
- \* Municipal infractions
- \* Library fines

Include:

- Convictions, SIS or SES of crimes committed in other states or countries
- Negative publicity you have received or publicity that a reasonable person would consider negative.
- Any other offenses that may not be discovered through a criminal background check
- IRS or DOR tax evasion charges
- Licensure revocation
- Pending criminal charges

You may use this disclosure page as the disclosure or a document of your choosing.

Name: \_\_\_\_\_

No personal disclosure to report    Disclosure to report

Nature of disclosure: