



## VHP BOARD OF DIRECTOR APPLICATION

Thank you for your interest in serving as a member of the Board of Directors. The information on this form is necessary for our interview and selection process. **By April 1, 2018, please submit a completed Board Application and your Resume/CV via mail or email to:**



Michelle DiMuro, Executive Director  
Veterans Heritage Project, PO Box 22058, Phoenix, AZ 85028  
[michelle@veteransheritage.org](mailto:michelle@veteransheritage.org)

Process: **Submit application and Resume/CV by April 1, 2018**

Review enclosed Board Member job description.

Please check out <https://www.facebook.com/veteransheritageproject> and <http://veteransheritage.org>

An interview will be scheduled before mid-May. Do you have a preferred time or day of the week?

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**Join us for our April 8, 2018 Community Reception and Book Signing – 3 pm DoubleTree Resort, Scottsdale**

Yes, I plan to attend the April 8 event

No, I am unable to attend the April 8 event

By attending this event you can see our mission in action and meet VHP's staff and Board. At this event we present the completed Since You Asked™ book of veteran stories, honoring our veterans, celebrating our student authors, and sharing our program and its impacts with 700+ community members. The event is the culmination of the academic school year program. The 90-minute program includes a keynote presentation, service songs and recognition of all veterans in the room, student scholarship awards, patriotic music, and a panel of three WWII veterans and students who will share WWII memories and lessons learned from veterans. At the conclusion of the program, all of our veterans whose stories are in this year's publication will sit at tables in the room and sign the pages of their story in attendee's books.

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

**Business Address:**

Bus. Name: \_\_\_\_\_

Title: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Email: \_\_\_\_\_

**Home Address:**

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Personal Email: \_\_\_\_\_

### PROFESSIONAL AND VOLUNTEER EXPERIENCE

Please check all that apply.

Marketing/Public Relations  
 Academics/Education  
 Development & Fundraising  
 Human Resource

Financial/Budgeting  
 Strategic Planning  
 Legal  
 Military Service

Organizational Development  
 Technology/Information Systems  
 Program Development  
 Non-Profit Board Service

**INTEREST IN VHP MISSION**

Describe any experience you have had with VHP.

Why are you interested in supporting VHP as a Board Member?

How would you like to use your skills to support VHP?

What do you hope to achieve from Board service?

Is there anything else you would like to share?

**Veterans Heritage Project Board of Directors**  
**Board Member**  
**Job Description**

1. Review minutes and stay well informed regarding the organization's fiscal and program work.
2. Participate by being informed about the issues and understanding challenges of organization.
3. Review financial statements and ask questions as appropriate about financial stability of organization, providing oversight and responsibility.
4. Actively raise funds for the organization by direct contact with current and prospective donors, including personal friends and colleagues, with assistance from staff.
5. Make a personal annual donation to Veterans Heritage Project.
6. Attend and support annual book reception event and any special events.
7. Serve on one or more committees, providing professional expertise as appropriate.
8. Effectively represent the organization to the public and promote the Mission and Program; and enhance the public image of VHP.
9. Attend Board orientation, annual meeting and monthly Board meetings. Three (3) consecutive meetings missed is a means for dismissal per Bylaws. Notify President and Executive Director if unable to attend at meeting.
10. Avoid conflict of interests, sign and abide by all VHP Policies and Board Member Code of Conduct.
11. Direct all operational requests through the Executive Director, rather than making requests directly to staff.
12. Refrain from making personal requests that are outside the scope of VHP business.
13. Suggest names of potential Board Directors to the Board Affairs Committee.
14. Review, select and vote to hire Executive Director from ad-hoc search and selection committee recommendations.
15. Mentor and provide support to Executive Director. Provide input to the Executive Committee for the annual performance review of the Executive Director.
16. Participate in evaluation of the Board's composition and performance on a regular basis.
17. Elected to a two (2) year term; may be re-elected for up to three consecutive terms as approved by a majority of the Board and per Bylaws.