



Mission Statement

HOPE provides life-sustaining and supportive services for homeless and at-risk individuals to encourage stability and self-sufficiency.

Vision Statement

To live in a community that shares a commitment to preserving the lives and dignity of the homeless among us.

Background and Purpose

H.O.P.E.—Homeless Outreach Providing Encouragement (HOPE) is a non-profit, 501(c)(3) organization dedicated to serving the homeless in Longmont. The nonprofit's organizational affairs are supervised by its board of directors (BOD), which is legally charged with the responsibility to govern the organization. The BOD, in turn, is responsible to the stakeholders, which includes everyone who can be affected by the organization including members, donors, employees, and vendors to the organization.

Members of the governing body need to be aware of the legal fiduciary duties related to their work: the *duty of care* and the *duty of loyalty*.

Directors must meet the *duty of care* by:

- exercising their responsibilities in good faith and with diligence, attention, care and skill,
- carrying out the purposes and mission of the charitable nonprofit,
- complying with federal and state laws,
- completing required filings, and
- complying with the organization's governing documents (articles of incorporation and bylaws).

This includes both decision making and oversight responsibilities, and is fulfilled by such things as attending board meetings regularly, entering discussion, reading minutes, learning about the organization's programs, maintaining a careful oversight of finances, and questioning unclear or troubling activity.

Directors must meet the *duty of loyalty* by:

- placing the interests of the organization before his or her private interests, and
- avoiding the use of organizational opportunities for personal gain.

Guiding Principles

The Board of Directors of HOPE is responsible for defining the organization's mission and for providing overall leadership and strategic direction to the organization.

The Board shall:

- actively set policy and see that the organization has adequate resources to carry out its mission;
- provide oversight and direction for the executive director and be responsible for evaluating his/her performance; and
- evaluate its own effectiveness as a governing body and as representatives of the community in upholding the public interest served by the organization.



HOPE Board Member Job Description and Desired Characteristics

Position

The Board Member is responsible for ensuring that HOPE's mission, vision and goals guide all activities performed by the Board of Directors.

Responsibilities

- Maintain knowledge of the organization and personal commitment to its policies, goals and objectives
- Attend important ad-hoc meetings as necessary to ensure actions are evaluated and taken at the appropriate time
- Volunteer for and willingly accept assignments and complete them thoroughly and on time
- Stay informed about board matters, be well prepared for meetings, review and comment on minutes and reports
- Become an active participant in the board's annual evaluation and planning efforts
- Participate in fund-raising for the organization

Desired Characteristics

- Passion for HOPE's mission and cause
- Demonstrated interest in Board service
- Some experience in HOPE's area of service
- Able to attend required meetings
- Demonstrated service to nonprofit community



Board Membership Application

Name	
Street Address	
City, State, Zip Code	
Home Phone	
Email Address	

Occupation		
Title and Brief Description of Responsibilities		
Business Address		
City, State, Zip Code		
Work Phone		
Please Contact me at:	Home: _____	Work: _____

Undergraduate Institution	
Degree & Major	
Graduate Institution	
Degree & Major	
Honors/Awards	
Organization Affiliations (Boards and Committees on which you currently serve or have served)	

What skills, expertise, areas of interest, connections, etc., do you bring to the Board to help accomplish HOPE's mission?

What do you hope to gain from being a member of the HOPE Board?

Is there anything else you would like to share?