



## MEMORANDUM

**TO:** NCEDSV Individual and organizational members

**FROM:** NCEDSV

**SUBJECT:** 2018 NCEDSV Board Applications

**DATE:** March 1, 2018

The NCEDSV Board of Directors has several potential openings for both program at-large (must be affiliated with a member program – staff, volunteer or board member) and community at-large seat (not directly affiliated with a member program); both are three-year terms that begin with the January 2019 Board Meeting. Board applications will be accepted through **JUNE 30, 2018**. We strongly encourage individuals who have been active members of NCEDSV to consider board membership. NCEDSV is committed to representing all survivors of domestic and sexual violence and strives to have a broad range of representation.

NCEDSV board applicants must be committed to NCEDSV's mission, vision and values. Prospective board members are expected to make a commitment to attend four, full day board meetings and one full day planning meeting per year. Three meetings are held via teleconference, and the fourth meeting in person to include the all-day planning session. Members are also asked to participate on one board committees (two hours per month).

Enclosed please find an application packet. The packet includes an application form along with a timeline for the election process, a list of continuing board members, a description of NCEDSV Board responsibilities, and NCEDSV's mission, vision and values.

Thank you for your interest in NCEDSV.

# APPLICATION PACKET

# NEVADA COALITION TO END DOMESTIC AND SEXUAL VIOLENCE

## BOARD MEMBER APPLICATION

**PLEASE ATTACH RESUME AND LETTER OF NOMINATION FROM A LOCAL MEMBER DOMESTIC OR SEXUAL VIOLENCE PROGRAM. IF ANY INFORMATION REQUESTED IS CONTAINED IN THE RESUME, PLEASE STATE "SEE RESUME."**

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

How long have you been a member of NCEDSV? \_\_\_\_\_

Please indicate type of membership:

program  organizational  individual  not a member

Occupation: \_\_\_\_\_

Organizations/Memberships:

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Previous Board or other volunteer experience:

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Have you ever served on a governmental Board or Committee? \_\_\_\_\_

If yes, what and when? \_\_\_\_\_

Please provide name, address, phone, and email of one professional work reference:

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Please provide name, address, phone, and email of one person who served with you on a Board of Directors:

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Area of Expertise:

- |   |   |
|---|---|
| <input type="checkbox"/> Financial Management             | <input type="checkbox"/> Law Enforcement/Criminal Justice |
| <input type="checkbox"/> Human Resources/Personnel        | <input type="checkbox"/> Fundraising                      |
| <input type="checkbox"/> Program Development & Evaluation | <input type="checkbox"/> Public Relations & Marketing     |
| <input type="checkbox"/> Advocacy/Sexual Assault          | <input type="checkbox"/> Advocacy/Domestic Violence       |
| <input type="checkbox"/> Training                         |   |
| <input type="checkbox"/> Other (Please Specify)           |   |

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Why would you like to be a Board Member?

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Would you be willing to give a minimum 3-year commitment to this Board?  Y  N

NCEDSV is committed to diversity (age, ethnic/racial background, sexual orientation, geographic, etc.) among its Board Members. Please describe any diverse aspect that you would bring to the NCEDSV Board.

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Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please send completed applications by June 30 to:**

**NCEDSV  
Attn: Sue Meuschke  
250 S. Rock Blvd., Suite 116  
Reno, NV 89502**

# NCEDSV 2018 BOARD ELECTION TIMELINE

## JUNE 30

Nominations due

## JULY

Nominees Interviewed

## AUGUST 17

Ballots mailed to members

## SEPTEMBER 4

Ballots due to NCEDSV office

## SEPTEMBER 14

Election committee meets to count ballots and determine election results

## SEPTEMBER 21

New board members notified

## CONTINUING BOARD MEMBERS

NAME & AREA	CATEGORY	TERM ENDS
Jessica Brown, Incline Village	At-Large - Program	December 2019
Clarice Charlie-Hubbard, Sparks	At-Large - Community	December 2019
Amanda Cuevas, Sparks	At-Large - Program	December 2020
Anne Dye, Las Vegas	At-Large - Community	December 2020
Athar Haseebullah, Las Vegas	At-Large - Community	December 2020
Gabrielle Jones, Las Vegas	At-Large - Community	December 2019

## **NCEDSV BOARD MEMBER JOB DESCRIPTION**

The Board of Directors is the governing body of NCEDSV. Directors serve as trustees on behalf of our membership and are thus responsible for ensuring that the organization meets both legal and ethical standards for nonprofit, tax-exempt organizations. The Board's most important role is to provide oversight of all activities and funds. The Boards play a critical role in ensuring that the organization has what it needs to carry out its mission, and that it does so legally, ethically, and effectively.

### **SPECIFIC DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING**

#### **SETTING THE VISION, MISSION, AND ORGANIZATIONAL GOALS**

Board members are expected to actively participate in:

- Strategic planning to set the vision, mission, and goals of the organization;
- Conducting periodic reviews of the mission and progress toward goals;
- Authorizing new programs and approve annual work plans; and
- Setting advocacy policy priorities or positions.

#### **MAKING SURE THE ORGANIZATION HAS THE RESOURCES IT NEEDS**

Board members are expected to play a leadership role in resource development, including:

- Making a personal financial contribution
- Establishing fundraising goals;
- Soliciting contributions (including in-kind contributions) from individuals or businesses;
- Planning and implementing special events and annual giving campaigns; and
- Helping staff to identify, contact, and make visits to potential private and public sector funders.

#### **MAKING SURE THOSE RESOURCES ARE WELL MANAGED**

Board members are responsible for fiscal oversight. This includes:

- Monitoring the organization's income and expenses;
- Reviewing financial reports regularly to ensure funds are spent appropriately;

- Reviewing and approving the annual budget (which is usually developed by staff); and
- Setting and approving fiscal policies.

### **MAKING SURE THE ORGANIZATION CARRIES OUT ITS MISSION WITH EFFECTIVE PROGRAMS**

Board members are expected to:

- Be familiar with the organization’s programs, projects, and services;
- Regularly review the organization’s work and program results to see how effectively they are contributing to the mission and goals;
- Keep up-to-date on developments in the organization's field; and
- Ensure that the organization meets ethical standards.

### **HIRING, SUPERVISING, AND EVALUATING THE EXECUTIVE DIRECTORS**

While the Executive Directors have responsibility for day-to-day direction of the work and management of the organization, Board members actively participate in:

- Overseeing the process of hiring the Executive Directors;
- Setting compensation for the Executive Directors,
- Providing feedback to and assessing the performance of the Executive Directors; and
- Providing regular, structured evaluation of the Executive Directors.

### **ESTABLISHING PERSONNEL POLICIES AND PROCEDURES**

Board members approve personnel policies and procedures. The Board also serves as the last point of appeal in the grievance process for personnel matters. Board members should know and participate in approving all policies that guide the organization, its governance, and its work.

### **ENHANCING THE ORGANIZATION’S PUBLIC IMAGE**

Board members have a responsibility to serve as “ambassadors” for the organization in the community. As such, Boards must:

- Be able to clearly articulate the organization’s mission, accomplishments, and goals;
- Network and build relationships in the larger community for the organization;
- Represent the organization at outside meetings or events important to the organization;
- Protect and uphold the reputation and well-being of the organization; and

- Disclose any potential conflicts of interest and avoid all real and perceived conflicts of interest, both financial and programmatic.

To effectively carry out these job duties, Board members are expected to:

1. Commit 2 to 4 hours per month to the work of this Board and of the organization, and any extra effort that may be required in relation to fundraising events or other special activities.
2. Attend Board meetings regularly, including all 4 of the Board meetings each year.
3. Review agenda and supporting materials prior to board and committee meetings.
4. Serve actively on at least two standing or ad hoc committee and attend committee meetings regularly, attending at least two-thirds of the scheduled committee meetings as well as special meetings as needed.
5. Participate in the following fundraising activities:
  - Make a personal financial contribution to the organization each year;
  - Identify prospective donors and assist in fundraising initiatives;
  - Buy tickets, attend, and participate in the planning and marketing of the organization's fundraising events;

## **MISSION STATEMENT**

To be the statewide voice advocating for the prevention and elimination of domestic and sexual violence through partnering with communities

## **VISION STATEMENT**

A Nevada in which domestic and sexual violence are eradicated and healthy relationships thrive.

## **DIVERSITY STATEMENT**

The Nevada Coalition to End Domestic and Sexual Violence recognizes the importance of and affirms our commitment to diversity, equity and inclusion. We believe that all people should live free of fear, abuse, oppression and violence. We respect and value all human life and welcome the diversity that makes up human kind by sex, gender, race and religion.

We recognize that our society is immersed in sexism, racism and classism. Through patriarchy and oppression many people have been mistreated and marginalized. As a coalition we challenge the use of derogatory, hateful and other characterizations in the same way we confront misused power and violence to maintain oppression. We constantly challenge ourselves to ensure that our work addresses the power structure that supports this injustice.

We believe in the access and affordability of services for all survivors of domestic violence, intimate partner violence and sexual assault. We expect member programs to serve survivors without discrimination on the basis of sex, gender, ethnicity, gender identity, ancestry, place of origin, color, citizenship, religion/spirituality, sexual orientation, marital status, economic status, employment, age, health status and ability.

## **VALUES**

### **SOCIAL CHANGE**

We believe that ending domestic and sexual violence requires eliminating the interconnected forms of oppression that allow violence against women, and all people, to exist. We work to change the societal conditions and systems of oppression that foster violence and the abuse of power between individuals and groups of people.

## **PARTNERING**

We believe in the power of partnerships and collaboration to deliver value to our members and achieve lasting societal change. We work to engage broad segments of our communities to support the work of our members, recognizing that no one organization, entity, or person can put an end to domestic violence in isolation.

## **DIGNITY**

We value the fundamental dignity of all persons. We welcome diversity and commit ourselves to creating bias free environments. We honor and uphold the rights and dignity of program participants.

## **PREVENTION**

We believe that domestic and sexual violence is preventable. We know violence is a learned behavior, and as such, it can be unlearned, and ultimately prevented. We therefore are committed to prevention and changing the conditions that perpetuate domestic and sexual violence.

## **RESPECT**

We foster environments of mutual respect, where individuals respect themselves and are respected by others. We recognize that individuals and domestic and sexual violence programs are at varying stages of development, and therefore meet and support them where they are.

## **SAFETY**

We are committed to actions and decisions that foster safe spaces in which people can talk, think and plan. We work to create communities and a society where domestic and sexual violence survivors can access services and live in safety.

## **EMPOWERMENT**

We value self-determination and the ability for individuals and programs to make decisions on their own behalf. We work to promote and increase the choices available to individuals and historically disempowered communities so that they may reclaim power.