MIDWEST MISSION

disaster relief • education • health • micro business

Perspective Board Member Information Packet

Thank you for your interest in serving on the Midwest Mission Board of Directors. The following pages contain resources and information to help you in your consideration for applying to be a Midwest Mission Board Member.

To apply, please fill out the application at the end of this packet, and email it to Chantel Corrie, Executive Director, at chantel@midwestmission.org and Patty Nelson, our Personnel and Nominating Chair, at pnelson@nktelco.net. You can also fill out the online application: https://forms.gle/bciE2J9BkKMrcH7u8

Applications are due by September 15th. You will be contacted in October after the Personnel and Nominating Committee has reviewed all applications.

Current Open Board Seats:

- Dakotas - 2
- East Ohio - 1
- Illinois Great Rivers - 1
- Indiana - 1
- Iowa- 1
- Kentucky 1
- Minnesota - 2
- Missouri 1
- Northern Illinois - 1
- Wisconsin -1

Included in this packet, for your consideration is:

- Perspective Board Member Frequently Asked Questions
- Board of Directors "Job Description"
- Committee Explanations
- Board Member Contract (only to be filled out once elected as a Board Member)
- Conflict of Interest Policy
- Board Member Application

Perspective Board Member Frequently Asked Questions

Meetings

The Board meets monthly for one hour on Zoom on the fourth Thursday of each month. In May and November, the monthly board meetings are in person on Midwest Mission's campus. Board Members meet on Thursday for strategic planning, training, and committee meetings. Friday morning is a Board business meeting.

In May, there is a volunteer appreciation luncheon.
In November, there is usually an event.

Zoom meeting links are sent out via Google Calendar. Please accept or decline them so we know if you will be in attendance.

Elections & Term(s)

Board Members are elected by the current board members. The personnel and nominating committee vet board applicants before giving to the full board for vote. Board terms are three years, and they start in January. You are eligible to serve three, three-year terms.

Board Composition

You would fill one of two Annual Conference seats (or geographic area) for your Conference (Region). Our board is comprised of two members from each annual conference (region) of the North Central Jurisdiction (Illinois- Northern & South of I-80, Indiana, Iowa, West Ohio & East Ohio, Michigan, Minnesota, Wisconsin, and the Dakotas) and up to three members from neighboring conferences Great Plains (Nebraska/Kansas, Missouri, Tennessee, Kentucky).

Board Members do not have to be United Methodist. One from the Annual Conference/Region has to be a United Methodist and the other needs to be a Christian actively practicing their faith to be eligible. Midwest Mission is based and highly connected to the United Methodist Church with a covenant agreement. We were founded by a United Methodist Pastor and work closely with the connectional system and UMCOR to respond to disasters. We, however, have many other ecumenical partners- we partner with people who align with our values of helping those in need in a dignified way with no strings attached and the nonprofit organizations involved to be good stewards of their resources, transparent, and showing accountability through reports.

Attending Meetings Travel

Board members are reimbursed for mileage at a rate of .25 a mile to travel to the board meeting. On-site board members stay in the Midwest Mission campus accommodations; most stay in the dorm. If you choose to stay at a hotel, that would be at your own expense. We will feed you dinner on Thursday and all meals on Friday. Spouses or other guests are always welcome. We ask that you coordinate with us a couple of weeks in advance so we can have food numbers and housing situated. We want everyone to feel like a valued guest when they arrive on our campus, feeling welcome and expected. Our board meetings and all other training and events are open; a small portion of a board or committee meeting might be closed. We are proud of the work we do. So, the more people know, the more we grow and the more people we can help. We are a very transparent group.

Committee Work

Each board member is expected to serve on one committee. Committees often meet monthly for an hour via Zoom. If there is little to discuss, sometimes there is a group email. The Endowment Committee meets quarterly.

If you are interested, please read over the board member contract, fill out the board member application and conflict of interest form, and email it back to me at chantel@midwestmission.org and Patty Nelson, our Personnel and Nominating Chair , at pnelson@nktelco.net. If you have further questions please feel free to contact us or board member (s) in your conference.

We are excited to hear from you. We know God has given you unique talents, knowledge, and experiences to help grow support for Midwest Mission at your Annual Conference and beyond. We help people help people, and our board members are our most excellent ambassadors.

MIDWEST MISSION

disaster relief • education

health • micro business

Board of Directors
Job Description

Title:	Member, Board of Directors
Purpose:	Midwest Mission Board of Directors is legally and ethically responsible for all activities of the organization. It determines policies, procedures and regulations; raises funds to finance the organization and its programs and monitors/evaluates the overall performance of the organization in achieving its mission.
Term:	Three-year terms and can serve up to three terms, if elected.
Meeting Attendance:	Bi-annual Meetings held at Midwest Mission in Pawnee, Illinois Monthly Committee Meetings (varying with each Committee) 10 zoom meetings Special Events (as required that coincide with Board meetings or in your state)
Responsible to:	Chair of Directors

Roles and Responsibilities

MIDWEST MISSION Board of Directors has a legal and ethical responsibility to ensure the organization does the best work possible in pursuit of its goals. Must believe in the purpose and the mission of MIDWEST MISSION, and act responsibly and prudently as its steward.

1. Interpret MIDWEST MISSION's work and values to the community and act as a spokesperson by representing the organization at community events, organization meetings and with private individuals.
2. Must attend at least 75% of board meetings, committee meetings, and special events.
   - Be on time.
   - Become well informed in advance of all agenda items.

- Contribute knowledge and express points of view based on experience.
- Consider other points of view, make constructive suggestions and assist the board in making group decisions that reflect the thinking of the total group and our mission.

3. Must commit to make a personal yearly financial contribution to MIDWEST MISSION as a meaningful gift.
4. Keep in contact with donors from your state so they know they are appreciated by making thank you calls.
5. Act in the best interests of the organization, and remove yourself from discussions and votes where there is a conflict of interest.
6. Stay informed about what's going on at MIDWEST MISSION by reading weekly emails, sharing social media posts. Ask questions and request information.
7. Participate and take responsibility for making decisions on issues, policies and other board matters.
8. Work in good faith with staff and other board members as partners towards achievement of our goals and mission to transform the resources of God's People into Humanitarian Aid.
9. Ensure the financial affairs of MIDWEST MISSION are responsibly conducted with established policies.
10. Assume leadership in agency funding efforts and in-kind donations.
11. Become familiar with the by-laws and understand that you are morally and ethically responsible for the health and well-being of MIDWEST MISSION.
12. Become familiar with the Policies & Procedure Code of Conduct.
13. Work with annual conference on MIDWEST MISSION collection coordination.
14. Promote MIDWEST MISSION to churches or groups in your conference.

If you do not fulfill these commitments to MIDWEST MISSION, the Board President or Personnel and Nominations Chair will contact you to discuss your roles and responsibilities. A board member may be terminated for _____.

Resignation must be made in writing to the MIDWEST MISSION Board of Directors President.

Midwest Mission
Board Committees

Finance Committee- Helps to manage and keep within accounting and IRS principles. Reviews monthly financials, such as balance sheets and profit and loss statements. Builds the budget. Review the annual internal audit. Review all expenses over $5,000 for approval. Holds monthly Zoom meetings on Mondays at 4 PM CST, ranging from 30 minutes to one hour. The treasurer is a committee member, and there is a separate committee chair.

Personnel and Nominating Committee- This committee leads in the review, hiring, and firing of the Executive Director. Reviews applications for board of directors and makes recommendations. Works with the Executive Director regarding staff concerns and provides council and decisions on review of policies and employee benefits to recommend to the board for approval. Makes recommendations on personnel budget, salaries, positions, and raises. Meets on the third Thursday of the month at 4:30 CST monthly via zoom.

Buildings, Grounds & Equipment Committee- Works with Executive Director and Operations Manager on buildings and grounds on the Midwest Mission property in Illinois and Iowa, including: repairs, updates and usage, security and disaster protection, equipment/vehicle purchases and maintenance and repair. This committee approves purchases of $5,000 to $9,999. Review purchases of $10,000 or more and recommend to the full board for approval.

Development Committee- Is a mix of board members and outside professionals who establish long-term and annual fundraising plans to generate funds needed to build and grow Midwest Mission. The key is to steward relationships. The Development Manager nurtures existing donors and builds new relationships, leading to individuals, churches, and organizations who want to support Midwest Mission financially and share the story of why we do what we do. That relational foundation is why we are training Ambassadors to share a cohesive message and hiring Public Relations Specialists to help share philanthropic opportunities. The committee and Development Manager also develop policies, procedures, and resources so board members, Ambassadors, and PR Specialists have the necessary tools to use in stewardship.

Endowment Committee- Members oversee the capital intended to support Midwest Mission into perpetuity. They are tasked with balancing immediate needs and long-term sustainability, receive information and requests from the Development Manager and Development Committee, in conjunction with the Executive Director and are led by a chair from the Board, and partner with the Foundation and Investment Firm to ensure a future for the ministry. They meet as needed, in person and via Zoom.

Iowa Advisory Committee- Members selected from Jefferson and surrounding communities that help spread the word on Midwest Mission and help solve problems at the Jefferson Iowa location and capitalize on opportunities.

Bylaws – Regularly review the organization's compliance with the bylaws and suggest changes. Task group that comes together for specific periods but does not meet regularly.

Strategic Planning- Annually review strategic plan. Lead discussion bi-annually at November Meeting of odd years to discuss what changes need to be made to mission, vision, values, goals, and strategies. Task group that comes together for specific periods but does not meet regularly.

MIDWEST MISSION

disaster relief • education • health • micro business

Board Member Contract

I, _____, understand that as a member of the MIDWEST MISSION Board of Directors, I have a legal and ethical responsibility to ensure the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of MIDWEST MISSION, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a MIDWEST MISSION Board Member:

1. I will interpret MIDWEST MISSION's work and values to the community, represent the organization, and act as a spokesperson.
2. I will attend at least 75% of board meetings, committee meetings, and special events.
3. Each year I will make a personal financial contribution at a level that is meaningful to me.
4. I will call donors from my state to thank them.
5. I will act in the best interest of the organization and excuse myself from discussions and votes where I have a conflict of interest.
6. I will stay informed about what is happening at MIDWEST MISSION. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies and other board matters.
7. I will work in good faith with staff and other board members as partners towards achievement of our goals and mission to transform the resources of God's People into Humanitarian Aid.
8. If I don't fulfill these commitments to the organization, I will expect the Board President or Personnel and Nominations Chair to call me and discuss my responsibilities with me.
9. I know my legal responsibilities (fiduciary and as a manager) along with my fellow board members for MIDWEST MISSION.
10. I accept the by-laws and understand that I am morally responsible for the health and well-being of MIDWEST MISSION.
11. I will actively serve on one committee in many ways such as Bylaws and strategic planning, personnel and nominating, building, grounds, and equipment finance.

In turn, MIDWEST MISSION will be responsible to me in several ways:

1. I will be sent quarterly financial reports and an update of organizational activities that allow me to meet the "prudent person" standards of the law.

2. Opportunities will be offered to me to discuss with the executive director and the board chair MIDWEST MISSION's programs, goals, activities, and status; additionally, I can request such opportunities.
3. MIDWEST MISSION will help me perform my duties by keeping me informed about issues in the industry and field in which we are working, and by offering opportunities for board member development.
4. Board members and staff will respond in a straightforward fashion to questions I feel are necessary to carry out my fiscal, legal and moral responsibilities to MIDWEST MISSION.
5. If MIDWEST MISSION does not fulfill its commitment to me, I can call on the board chair and Executive Director to discuss the organization's responsibilities to me.

_____ _____

Member, MIDWEST MISSION Board of Directors Date

_____ _____

Chair, MIDWEST MISSION Board of Directors Date

MIDWEST MISSION DISTRIBUTION CENTER CONFLICT OF INTEREST POLICY

EXHIBIT A - CONFLICT OF INTEREST DISCLOSURE STATEMENT

1. These are the names of all companies, firms or other business enterprises likely to do business with the Midwest Mission Distribution Center ("MMDC") with which I or any immediate family member is affiliated as an officer director, trustee, partner, employee or contractor, or in which I or any immediate family member have an ownership interest of 5% or more. (An immediate family member includes my spouse, my descendants and their spouses, my parents and individuals residing in my household.)

2. In the past 12 months, if I have NOT been offered gifts, gratuities or favors by any entity or person which to my knowledge does, or may be seeding to do, business with MMDC (excluding infrequent business-related meals or entertainment or token items received of immaterial value), I have placed my initials here_____. If I received or was offered any such gift, I have provided the details below.

3. I have set forth below any information concerning myself or any immediate family member not requesting in the preceding questions which I feel may present an actual or potential conflict of interest. If there are none, I have placed my initials here _____.

CERTIFICATION

I have read and understand the MMDC Conflict of Interest Policy, and agree to comply with it in god faith. I certify that I have completed truthfully this disclosure statement, and I agree to report to the Board of Directors any changes in the foregoing information as well as any possible of interest that might develop before completion of my next disclosure statement.

DATE: _____

SIGNATURE: _____

PRINTED NAME: _____

MIDWEST MISSION

disaster relief • education • health • micro business

Board of Directors Application

Name _____

Home Address_____

E-mail _____

Cell Phone_____

Current/Former Profession _____ Title_____

What Boards or Volunteer Roles have you been involved in?

_____

_____

What Boards or Volunteer Roles are you currently involved in?

_____

_____

What church do you currently attend? Approximate size of congregation?

_____

What experience have you had with Midwest Mission?

_____

_____

_____

_____

_____

_____

What do you consider to be your greatest gifts and talents that you could foresee being an asset to the Midwest Mission Board of Directors?

_____

_____

_____

_____

_____

My interest in serving on the Midwest Mission board is…

_____
_____
_____
_____
_____

Midwest Mission Distribution Center has four committees, what would be your committee preference?

_____
_____

A big part of being a board member of Midwest Mission is to be an ambassador to your conference and work to create collection points. In what ways would you be able to leverage your current connections to promote this ministry? Our main goal is to create a conference ingathering and be the liaison between the ingathering and Midwest Mission. Establish a conference ingathering committee if one does not exist.

_____
_____
_____
_____
_____

Would you be able to assist Midwest Mission during your annual conference by working at promotion tables in the exhibit hall or taking donations at the truck?

_____
_____

Do you have experience speaking to groups? Yes No If Yes what is your level of expertise/comfort?

_____
_____
_____
_____
_____