



The Haven Shelter & Services, Inc
Prospective Board Member Profile

Name _____

Date _____

Contact Information

Address _____

Phone Numbers Home _____
 Work _____
 Cell _____
 Fax _____

Email address _____

Demographic Information

Age _____ Sex _____ Race _____

Pronoun Preference _____

Motivation – Briefly explain why you are interested in serving on The Haven’s Board of Directors?

Personal Experience – Optional. If you are comfortable doing so, please check any of the below you have experienced. Your information will not be shared beyond the Nominating Committee.

_____ Primary – You personally experienced intimate partner violence, sexual assault, or stalking.

_____ Secondary – A close friend or family member experienced primary intimate partner violence, sexual assault, or stalking.

_____ You or a close friend or family member received services from The Haven or a program similar to ours in another location.

Bio

Please attach a resume or an informal written biography which provides information about your work history, education, volunteer history, organization or group affiliations, and other interests/hobbies.

Areas of Expertise Haven Board Expertise Inventory

We are always striving to have a Board of Directors made up of individuals with a variety of talents and skills that they can bring to the organization. Place a check mark on each blank next to an area in which you are fairly knowledgeable and/or about which you feel you could provide some guidance. A staff or Board member will meet with you to discuss your responses more fully to help determine which committee you would participate on and how we can best utilize your particular gifts and skills.

Fundraising/Development – All Board members are expected to support the agency's efforts to maintain the funding necessary to continue to provide the best possible services to those who have survived intimate partner or sexual violence within our service area. The first four inventory questions help us determine how to best utilize your strengths in this area. Please check any or all of the following that apply to you.

_____ **Fund Raising/Development** – Do you have experience in planning and executing fund-raising activities such as small fund-raisers, brainstorming fund-raising ideas and campaigns? Are you familiar with foundation or corporate grantors? If you answered yes to any of these questions, please check here. While we do receive federal and state grants, we must supplement that funding with local donations and foundation grants.

_____ **Basic Donor Relations** – Are you comfortable reaching out to donors to thank them for their donations, keep them informed about the agency, and encourage them to continue giving? If so, check here. We provide significant training opportunities to help Board members do their part to maintain donor relationships. Our donors play an important role in ensuring that we can continue to provide services to survivors. All Board members need to be comfortable at some level with helping to maintain those relationships.

_____ **Gift Solicitation** - Are you comfortable with asking local businesses for donations of in-kind gifts such as prizes for a fund raiser? Are you comfortable asking for smaller monetary gifts for specific purposes? If you answered yes to either of these questions, please check here. To raise the funds necessary to continue to provide services to survivors, sometimes all we need to do is ask.

_____ **Major Gift Solicitation** – Have you ever helped to raise money for a large campaign? Are you comfortable asking for donations to meet a specific, large-scale project? If so, please check here. Projects such as our Endowment Fund need larger donations to ensure enough money is raised to complete the project. For example: without the ability to ask for large-scale donations, we would not have been able to build the shelter which is now an important part of our services.

Other Areas vital to a healthy non-profit – Tell us about your other skills and talents, Please check any or all of the following that apply to you.

_____ **Budget/Finance** – Are you comfortable with reading financial reports, asking questions about anything that seems odd on those reports? Are you familiar with the generally accepted accounting principles? Do you have any experience in bookkeeping? If you answered yes to any of these questions, please check here. We want to be the best possible stewards of the funds we are fortunate enough to receive.

_____ **Building Maintenance** – Do you have any experience with basic building maintenance, working with contractors to obtain estimates and to hire for repairs or upgrading
If you answered yes to any of these questions, please check here. We strive to keep our shelter safe and in working order for those who need our services.

_____ **Communications/Public Relations** – Do you have any experience or connections that might help us effectively communicate and interact with the public in a positive way? If so, please check here. We are always trying to ensure that the communities we serve are aware of the services we provide and have accurate information about those services.

_____ **Education** – Do you have any experience and/or connections with K-12 education or secondary education? Do you have any connections with the local community college? If so, please check here. We prioritize relationships in education because we work with families with school-age children and adults who often want to address their own educational needs.

_____ **Financial Investments** – We are fortunate to have investment funds and have recently begun building and Endowment fund to create income that can help us be less reliant on grants. Do you have any knowledge about investments or endowments? If yes, please check here. We really need to make the most of these resources.

_____ **Knowledge about the field of Intimate Partner Violence, Sexual Violence, & Stalking** – Do you have knowledge about the dynamics of intimate partner or sexual violence. Have you or someone you know experienced these types of violence? Has your work or volunteer experience exposed you to those who have had these experiences? If you answered yes to any of these questions, please check here. It's important for Board members to understand these dynamics and to be willing to help others understand them as well.

_____ **Law enforcement** – Do you have any experience in enforcing laws related to intimate partner and sexual violence? If so, please check here. Our agency strives to work closely with area law enforcement agencies to help victims receive the safest possible intervention for these crimes and the best possible services necessary to move on from victimization

_____ **Legal Expertise** – Do you have any experience or expertise in the legal aspects of keeping a non-profit organization compliant, personnel issues, or quashing court orders that might endanger our program participants? If you answered yes to any of these questions, please check here. Even with the best intentions, non-profits still have the potential to run into legal issues and need guidance in avoiding those situations.

_____ **Personnel Management** – Do you have experience or knowledge about managing personnel? Are you able to provide guidance on how to handle personnel issues? Do you have experience in managing personnel in a way that encourages them to do their best work? If you answered yes to any of these questions, please check here. We have a personnel committee responsible for hiring the Executive Director, evaluating them, and assisting them with managing the valuable staff employed at Thaven.

_____ **Strategic Planning** – Do you have any experience with strategic planning? Do you know how to help an organization identify the needs of the community and develop a plan the organization can use to help meet those needs? If you answered yes to any of these questions, please check here. Helping to develop a plan for the direction of the organization is vital to its success.

_____ **Issues related to non-profit services work** – Have you worked with or for a non-profit that provides services to the community? Have you served on the Board of a non-profit that provides services to the community? If you answered yes to either of these questions, please check here. Many aspects of our work are unique to non-profit or service organizations. Having Board members with this experience helps to keep everything running smoothly.

_____ **Other (Please list any other areas about which you have knowledge.)** You may have skills, talents or experiences that we did not ask about that could make a huge difference to this organization. Please briefly describe those in the space below: