



Board of Directors Job Description

Approved February 14, 2018

The purpose of Envision Lead Grow is to break the cycle of poverty by developing and implementing comprehensive entrepreneurship programs for middle school girls.

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As the highest leadership body of the organization and to satisfy its fiduciary duties, the board as a whole is responsible for three fundamental legal duties:

- *Duty of Care* — The Board of Directors has a legal responsibility to participate actively in making decisions on behalf of the organization and to exercise his or her best judgment while doing so.
- *Duty of Loyalty* — The Board of Directors must put the interests of the organization before individual personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization's needs come first.
- *Duty of Obedience* — The Board of Directors bears the legal responsibility of ensuring that the organization complies with the applicable federal, state, and local laws and adheres to its mission.

Envision Lead Grow will carry at all times liability insurance to cover Board Members in case of claims against them personally, in relation to the organization's operations.

Additionally, the Board of Directors is responsible for the following:

- Determining the mission and purpose(s) of the organization;
- Selecting and evaluating the performance of the President and Chief Executive Officer;
- Strategic and organizational planning;
- Ensuring strong fiduciary oversight and financial management;
- Fundraising and resource development;
- Approving and monitoring the organization's programs and services;
- Enhancing the organization's public image;
- Assessing its own performance as the governing body of the organization;



Board of Directors Application Form

Thank you for your interest in serving as a member of the Board of Directors of Envision Lead Grow (ELG). Serving on the board is a rewarding experience and an opportunity for professional growth.

This application will be kept confidential and on file at Envision Lead Grow headquarters. Applications are used by the Executive Board Committee to identify and evaluate potential board candidates.

CANDIDATE INFORMATION

Date: _____ (*applications are valid one year from date listed*)

Name: _____

Employer: _____

Position/Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

Number of Years with Present Employer: _____

Current Occupation: _____

Areas of Expertise (please check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Business/Corporate | <input type="checkbox"/> Legal | <input type="checkbox"/> Public Relations/
Communications |
| <input type="checkbox"/> Community Service | <input type="checkbox"/> Non-Profit Management | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> Education | <input type="checkbox"/> Organizational
Operations | <input type="checkbox"/> Social Media Strategies |
| <input type="checkbox"/> Entrepreneur | <input type="checkbox"/> Policy Development | <input type="checkbox"/> Volunteer Management |
| <input type="checkbox"/> Event Planning | <input type="checkbox"/> Program Development/
Evaluation | |
| <input type="checkbox"/> Financial Management | | |
| <input type="checkbox"/> Fundraising | | |
| <input type="checkbox"/> Grant Writing | | |

Other areas of expertise/skills:

Educational Background and Work Experience:

Please submit the following-

- 1. Resume with current and previous education history, work experience, publications, presentations, awards/honors, and reference information.*
- 2. Short Biography (100 words or less)*
- 3. Headshot*

Membership in Civic/Professional Associations:

Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious, social). You may *skip* if you have provided information in CV; *please check below:*

Please refer to CV: _____

Please list any groups, organizations or businesses that you could serve as a liaison to/advocate for on behalf of ELG:

Achievements, etc.:

Please allow my name to stand for nomination to the Envision Lead Grow Board of Directors. I am willing to commit my time, energy and passion to Envision Lead Grow.

Signature: _____ Date: _____



Envision Lead Grow - Board Composition and Recruitment Matrix

The Envision Lead Grow bylaws require 9 minimum to 15 maximum elected members.

Current Members															Prospective Members				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	1	2	3	4	5
Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name

Areas of Expertise and Leadership Qualities

Administrative/Management																			
Research & Evaluation/Analytics (data, metrics)																			
Strategic Planning/Business Development																			
Nonprofit Governance																			
Mar/Comm./PR/(design, strategy & creativity)																			
Fundraising																			
Technology																			
Human Resources																			
Military																			
Law																			
Entrepreneurship																			
Government																			
Accounting/Financial Management																			
Wealth Management/Investment Banking																			
Adult Education/Training																			

Social/Relationship Capital

Money to give																			
Access to money																			
Access to other resources (foundations, corporations)																			
Availability for active participation (solicitation visits, fundraising, grant writing)																			



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	1	2	3	4	5
Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name

Community Connections

Corporate Sector																			
Nonprofit Sector																			
Government Sector																			
Philanthropic Sector																			
Faith-Based Institutions																			
Education/Housing/Workforce Development																			
Colleges/Universities																			
Small Business																			
Other																			

Personal Style and Qualities

Facilitator																			
Team-Builder/Bridger																			
Strategist																			
Visionary/Big Picture Thinker																			
Strong Communicator																			

Demographics

Male																			
Female																			
Caucasian																			
African American/Black																			
Asian/Pacific Islander																			
Hispanic/Latino																			
Native American																			
Other Ethnicity																			
Age 22-36																			



	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	1	2	3	4	5
	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name
Age 37-49																				
Age 50-64																				
Age 65+																				
Virginia Beach																				
Norfolk																				
Chesapeake																				
Portsmouth																				
Suffolk																				
Committee Membership (*chair)																				
Audit and Finance																				
Fundraising																				
Human Resources																				
Board Development																				
Programs																				
Year Joined																				
Term Expires																				