Board of Directors
Job Description

Updated April 27, 2023

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

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.

<table>
<thead>
<tr>
<th><strong>CANDIDATE INFORMATION</strong></th>
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<tbody>
<tr>
<td>Date: _________________ <em>(applications are valid one year from date listed)</em></td>
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<tr>
<td>Name: ____________________________________________________________</td>
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<td>Employer: _________________________________________________________</td>
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<td>Position/Title: ___________________________________________________</td>
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<td>Address: ________________________________________________________</td>
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<td>City: __________________ State: ___________ Zip: ___________</td>
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<td>Telephone: __________________ Fax: ___________________________</td>
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<td>Number of Years with Present Employer: __________</td>
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<td>Current Occupation: ________________________________________________</td>
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Areas of Expertise (please check all that apply):

___Business/Corporate  ___Legal  ___Public Relations/
___Community Service  ___Non-Profit Management  Communications
___Education  ___Organizational
___Entrepreneur  Operations
___Event Planning  ___Policy Development
___Financial Management  ___Program Development/
___Fundraising  Evaluation
___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:

____________________________________________________________________________________
____________________________________________________________________________________

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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.:

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______________________________________________________________________________

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: ___________________________