



Dear Community Member:

Thank you for your interest in the Sacramento LGBT Community Center Board of Directors. The Center has been an important part of the community for nearly 30 years and we are building a team of dedicated individuals that can create and implement a new strategic vision for the Center's long-term future. The Board of Directors is currently looking to expand its membership to include expertise in the areas of accountancy/financial review, real estate, media, law, faith communities, HIV & mental health, youth, and senior services amongst others.

The Center is creating long-term financial sustainability, addressing changing community needs, and ensuring the continuing existence of a safe, welcoming place for members of the LGBT community to find information, access services, and engage in a diverse array of programming. All Board members are expected to acknowledge and honor the fundamental value and dignity of all individuals, make a personal financial commitment, and dedicate time and professional expertise toward Center goals. All applicants should be willing to be an active participant in fundraising, community engagement and mission actualization. Competitive applicants should also exhibit strong leadership skills, creative vision, personal integrity, enthusiasm, and collegiality to work collectively with the Board, executive director, and volunteers.

We are committed to considering Board members for appointment that are diversely representative of the community and have the skills and experience the Center needs to operate and be successful. Please find attached information about joining the Board. If you have any questions, please feel free to contact me at your convenience david.heitstuman@saccenter.org or (916) 834-7854.

Sincerely,

David Heitstuman
President, Board of Directors

SacCenter.org

Sacramento LGBT Community Center Board Appointment Process

The Sacramento LGBT Community Center creates events, programs and pathways to services that help lesbian, gay, bisexual and transgender people feel welcome, needed and safe throughout the region. We envision a Sacramento region where sexual orientation, and gender identity and expression are recognized as a spectrum of valued personal characteristics, universally respected and affirmed. We are a 501(c)(3) corporation governed by a Board of Directors (BOD). According to the bylaws of the corporation, we will have not less than five (5) nor more than seventeen (17) Directors.

Individuals interested in joining the BOD should contact the BOD President and complete an application. Additionally, any BOD member may initiate the nomination process for an individual to join the Board by submitting a name and supportive information to the BOD President. If a vacancy exists, potential board members may be asked to participate in an application and interview process as designated by the Board. If no vacancy exists, potential BOD members may be asked to participate in all or part of this process with the knowledge that no openings currently exist and that a nomination cannot move forward until a vacancy does exist.

Typically, if someone expresses interest in joining the Board, they are expected to have spent one to six months familiarizing themselves with the organization, the board, and participating in the Center's activities. Interested parties should simultaneously fill out a Board application (available online) and submit it for his or her review. Qualified applicants may then be asked to interview with a committee or the full Board and observe one or more Board meetings before being considered for a vacancy. Once this process has been completed a majority vote is necessary for appointment of a new Board member.

Desirable Qualities and Expectations of BOD Members:

- **Bylaw Requirements:** All board members are required to be residents of the State of California and may not be employees of the Center.
- **Time Commitment:** Board members are expected to attend all BOD and committee meetings, which occur at least once a month, as well as participate in Center activities outside the boardroom. BOD meetings are currently the 4th Wednesday of each month and committee meetings are set as needed.
- **Financial Commitment:** BOD members are expected to give or raise not less than \$2,400 annually to the Center, part of which will include participation in the monthly contributor program, as well as raise funds from others with a \$10,000 per year target.
- **Leadership and Vision:** BOD members should have demonstrated leadership in the community and have the perspective to see the big picture and the ability to create and re-set strategy and policy to ensure the organization is achieving its mission and goals when making decisions on behalf of the Center.
- **Advocacy, Stewardship and Integrity:** BOD members should possess the ability to serve and promote the interests and goals of the organization while keeping in mind the interests of the community at large and the Center's direct beneficiaries.
- **Knowledge and Experience:** BOD members should possess specialized knowledge and/or experience with non-profits, some specific operational function of the board or the Center, familiarity with the LGBT community, the willingness to become thoroughly familiar with the mission and how the organization actually carries out the mission day-to-day through its organizational structure and operations.
- **Personal Commitment and Diligence:** BOD members should be willing to take the necessary time and put forth the necessary effort to fulfill their duties as board member including directing the strategic, financial and operational issues facing the Center; asking questions and following up as necessary; and personally engaging in the organization through financial support, advocacy, networking, programmatic support, or other personal service to the day to day operations of the Center.
- **Collegiality:** BOD members should be able to understand how the board operates as one body and show respect to fellow board members, staff, volunteers and members of the community at large.

Letters of interest and applications may be sent to:

The Sacramento LGBT Community Center
C/O David Heitstuman
1927 L Street
Sacramento, CA 95811
David.Heitstuman@saccenter.org

Education/Training/Certificates

Awards/Honors (Optional)

Skills, experience, interest (Please circle all that apply)

- | | | |
|-------------------------|----------------------------|--------------------------------|
| Finance, accounting | Personnel, human resources | Special events |
| Fundraising | Non-profit management | Community outreach |
| Program development | Program management | Program evaluation |
| Public relations, media | Advocacy, lobbying | Research, statistical analysis |
| Education, instruction | Operations, logistics | Social/health services |
| Other _____ | Other _____ | Other _____ |

Please list any businesses, organizations, or networks that you could serve as a liaison to on behalf of the Center:

Please tell us anything else you would like to share that would make you a good representative of the community.

Have you ever been convicted of a felony or other crime that may reflect poorly on the Center? () Yes () No

If yes, please explain:

May we conduct a background check () Yes _____ () No

Please attach a resume and a list of at least three references (personal, professional, civic).

Signature of Applicant

Date