



Dear Community Member:

Thank you for your interest in the Sacramento LGBT Community Center Board of Directors. The Center has supported the health and wellness of the most marginalized, advocated for equality and justice, and worked to build a culturally rich LGBTQ community for 40 years. We are building a team of dedicated leaders that will advance the Center's strategic vision to create a region where LGBTQ people thrive.

The board is currently seeking expertise in the areas of accountancy, philanthropy, commercial architecture and real estate, banking and finance, criminal law/policy, government contracts, community development, public housing development, human resources, marketing and public relations, data analysis, and corporate leadership, amongst others. 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 strategic goals.

All applicants should be willing to be active participants in fundraising, community engagement, and mission actualization. Competitive applicants should also exhibit strong leadership skills, creative vision, personal integrity, enthusiasm, and collegiality to effectively work with the board, executive director, volunteers, and community members.

We are committed to building board leadership that is diversely reflective of the community we serve and actively seek applications from lesbians, gay men, women, bisexual and transgender individuals, people of color, people living with HIV, and people with disabilities. Please find attached information about joining the Board. If you have any questions, please feel free to contact me at your convenience [carlos.marquez@saccenter.org](mailto:carlos.marquez@saccenter.org).

Sincerely,

A handwritten signature in black ink, appearing to read "Carlos Marquez".

Carlos Marquez  
President, Board of Directors



## Sacramento LGBT Community Center Board Appointment Process

The Sacramento LGBT Community Center works to create a region where LGBTQ people thrive. We support the health and wellness of the most marginalized, advocate for equality and justice, and work to build a culturally rich LGBTQ community. 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 twenty-one (21) 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, prospective board members are expected to have spent at least six months familiarizing themselves with the organization by serving on a committee, volunteering in programs, and/or participating in the Center's activities to demonstrate their commitment to the mission and effectiveness as a collaborative leader before their application will be considered. Interested parties should submit a Board application (available online) for review. Qualified applicants may then be asked to meet with staff, a board committee, and/or the full Board before being considered for a vacancy. Once a prospective board member has demonstrated commitment to the mission, familiarization with the organization, submitted an application, and been recommended by the board committee, a majority vote of the full board is necessary for appointment.



## 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 monthly BOD (2 hours on the 4<sup>th</sup> Wednesdays) and one committee meeting (90-minutes each month), as well as participate in Center activities outside the boardroom including attending community events, fundraising, planning, becoming educated, and raising awareness.
- **Financial Commitment:** BOD members are expected to contribute to the annual fundraising campaign at a level that is significant and generous given an individual's resources and place the Center high on their list of priorities. There is a minimum fundraising expectation of \$5000 annually (includes personal gift) with a goal of \$10,000+ by year two.
- **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



# Board of Directors Candidate Application

Name: \_\_\_\_\_  
                                First                                                Middle                                                Last

Pronouns: \_\_\_\_\_ Date: \_\_\_\_\_

Names of partner, spouse, children: \_\_\_\_\_

### Residence

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Employer

Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Business or Organization: \_\_\_\_\_

Primary service(s) and area/population served: \_\_\_\_\_

Preferred method of contact: ( ) Work ( ) Residence

### What do you understand the mission of the Center to be?

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### Why do you want to join the Center's Board of Directors?

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### What do you think are characteristics of a great board member?

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### Fundraising is a significant obligation of board service, what experience do you have raising money?

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**Please list boards and committees that you serve on, or have served on** (business, civic, community, fraternal, political, professional, recreational, religious, social, or other)

Organization	Role/Title	Dates of Service
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**Education/Training/Life Experience**

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

Accountancy & Finance	Corporate leadership	Medical or Mental Health
Advocacy	Event Planning	Program Development
Architecture	Fundraising	Public Policy
Data Analysis	Governance	Program Evaluation
Commercial Real Estate	Grant Management	Public Relations & Media
Commercial Finance	Human Resources	Public Speaking/Training
Community Organizing	Marketing & Advertising	Strategic Planning

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

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

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

If yes, please explain:

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May we conduct a background check ( ) Yes \_\_\_\_\_ ( ) No

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

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Signature of Applicant

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Date

