



May 10, 2021

Dear Community Member:

Thank you for your interest in the Sacramento LGBT Community Center Board of Directors. For more than 40 years, 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 in the Sacramento region. The Board is comprised of leaders dedicated to creating a region where LGBTQ people thrive.

The Board is currently seeking individuals with expertise in accountancy, community organizing, fundraising, public health, and public policy/advocacy, among a variety of other categories. In addition to a personal financial commitment, the Center expects Board members to dedicate time and professional expertise towards its strategic goals. Board members must also abide by the central tenet of the Center's service to the community at large by acknowledging and respecting the fundamental value and dignity of all individuals.

Prospective candidates for Board membership should be prepared to participate actively in the Center's fundraising efforts, engage with the Sacramento community, and actualize the Center's mission. Board candidates should also demonstrate strong leadership skills, creative vision, personal integrity, enthusiasm, and collegiality to work effectively with the Board, CEO, volunteers, and community members. In addition, the Board strives to reflect the community it serves by actively seeking applications from diverse orientations, gender identities, abilities, races and ethnicities.

Enclosed is more information about joining the Sacramento LGBT Community Center's Board of Directors. If you have any questions, please feel free to contact me by email at: [natalie.fujikawa@saccenter.org](mailto:natalie.fujikawa@saccenter.org).

Sincerely,

A handwritten signature in blue ink that reads "Natalie Fujikawa".

Natalie Fujikawa  
President, Board of Directors

Enclosures:

Board Appointment Process and Information  
Board of Directors Candidate Questionnaire





## 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 to begin the Board application process. 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 a vetting 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 engaging 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 questionnaire (available online) for review. Qualified candidates 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, been fully vetted, submitted a questionnaire, if they are a good fit for the current needs of the organization, they are recommended by the Governance Committee, a majority vote of the full board is necessary for appointment.

## Board Member Qualities and Expectations

- **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 Board meetings (typically 2 hours on the last Wednesday of every month) and one committee meeting (90 minutes every month), and participate in Center activities, such as fundraising events, strategic planning, educational activities, and raising awareness of the Center's programs and services.
- **Financial Commitment:** Board members are expected to contribute to the Center's 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 \$5,000 annually (including, but not limited to, a personal gift). Development staff at the Center are also available to assist with achieving this goal.

- **Leadership and Vision:** Board members should develop leadership roles in the community and demonstrate the ability to create and revise strategy and policy to ensure decisions on the Center's behalf further its mission and strategic plan.
- **Advocacy, Stewardship and Integrity:** Board members should serve and promote the Center's interests and goals in conjunction with the interests of its beneficiaries and the community at large.
- **Knowledge and Experience:** Board members should have demonstrated knowledge or experience with the nonprofit sector and familiarity with the LGBTQ community, and should develop working knowledge of the Board's function for the Center and how the Center implements its mission through its organizational structure and operations.
- **Personal Commitment and Diligence:** Board members should be prepared to dedicate sufficient time and effort to provide direction and oversight regarding the Center's strategic plan, financial health and operations, including being prepared to ask questions and follow up as necessary. Board members should also be prepared to engage personally with the Center through financial support, advocacy, networking, programmatic support, or other personal contribution to the Center's day-to-day operations.
- **Collegiality:** Board members should understand that the Board operates as one governing body, and should behave in a respectful and professional manner towards fellow Board members, staff, volunteers and members of the community at large.



## Board of Directors Candidate Questionnaire

### Personal Information

Full Name:

Pronouns:              Date:

Name(s) of partner, spouse, and/or 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

### Mark All that Apply:

Gender Identity:

- ☐ Gender Non-Binary
- ☐ Man
- ☐ Other
- ☐ Transgender
- ☐ Woman

Race:

- ☐ Asian/Asian American
- ☐ Black/African American
- ☐ Latinx
- ☐ Middle Eastern
- ☐ Multiracial/Two or More Races

- ☐ Native American
- ☐ Native Hawaiian / Other Pacific Islander
- ☐ White

**Sexual Orientation:**

- ☐ Bisexual
- ☐ Gay
- ☐ Heterosexual
- ☐ Lesbian
- ☐ Queer

**Age Cohort:**

- ☐ Under 21
- ☐ 21-29
- ☐ 30-39
- ☐ 40-49
- ☐ 60+

**Other Relevant Identities:**

- ☐ Identifies as having a disability
- ☐ Veteran
- ☐ Parent of LGBTQ+ Child(ren)

**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, please indicate which of the following apply to your experience or capacity to raise funds:**

- |  |  |
|--|--|
| <input type="checkbox"/> Major gifts / capital campaign experience | <input type="checkbox"/> Access to other potential individual donors |
| <input type="checkbox"/> Grass-roots fundraising experience        | <input type="checkbox"/> Philanthropic ability to give               |
| <input type="checkbox"/> Access to corporate or foundation donors  |  |

**Please indicate which of the following apply to your engagement and/or relationship to the Center:**

- ☐ Previous volunteer/committee engagement
- ☐ Event attendance
- ☐ Current or former donor
- ☐ Other engagement with the Center



**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

**Education/Training/Life Experience**

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

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Accountancy & Finance  | <input type="checkbox"/> Data Analysis           | <input type="checkbox"/> Public Health / Health Services |
| <input type="checkbox"/> Architecture           | <input type="checkbox"/> Education               | <input type="checkbox"/> Public Policy/Advocacy          |
| <input type="checkbox"/> Arts                   | <input type="checkbox"/> Event Planning          | <input type="checkbox"/> Program Evaluation              |
| <input type="checkbox"/> Board Governance       | <input type="checkbox"/> Faith Community         | <input type="checkbox"/> Public Relations & Media        |
| <input type="checkbox"/> Behavioral Health      | <input type="checkbox"/> Fundraising             | <input type="checkbox"/> Public Speaking/Training        |
| <input type="checkbox"/> Commercial Real Estate | <input type="checkbox"/> Foundations             | <input type="checkbox"/> Social Services                 |
| <input type="checkbox"/> Commercial Finance     | <input type="checkbox"/> Human Resources         | <input type="checkbox"/> Strategic Planning              |
| <input type="checkbox"/> Community Organizing   | <input type="checkbox"/> Legal                   | <input type="checkbox"/> Youth Directed Services         |
| <input type="checkbox"/> Consulting D&I/Org     | <input type="checkbox"/> Marketing & Advertising |  |
| <input type="checkbox"/> Change                 | <input type="checkbox"/> Non-Profit Management   |  |
| <input type="checkbox"/> Corporate Leadership   | <input type="checkbox"/> Program Development     |  |

**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 (one personal, one professional, and one civic).**

Board Candidate Signature

Date