

THE PROCESS

If You would Like to be Considered for a Volunteer Position as an Active Board Member of NWGA CIL:

1. Fill out and sign the information requested below
2. Bring the completed form, along with a resume if you have one, to one of our board meetings. You may also email them to choltzclaw@nwgacil.org and then attend the meeting. Meetings are held on the second Tuesday of each month at 4:30 p.m. at the NWGA CIL office at 527 Broad Street, Suite 101, Rome, GA 30161.
3. If, after you attend the board meeting, you think that volunteering as an active board member would be a good fit for you, you may schedule a meeting with the Executive Director and talk with members of the board. This will give you a more in-depth idea of center and board activities and responsibilities.
4. Then, come again to the next month's board meeting,
5. If accepted, you may be given a mentor from the board.
6. If you have any questions at any time. Please feel free to contact us.

Completing this application process does not guarantee acceptance to the Board of Directors of NWGA CIL.

THE APPLICATION

How did you find out about this position?	
Name	
Email	
Cell Phone/Other Phone	
Home Address	
City, State, Zip, and County	
Do You Have a Significant Disability That You are Willing to Disclose?	
If Yes, Do You Consider Yourself as Living Independently in Your Chosen Community?	
Highest Level of School Completed/Degree	

Relevant Work and/or Volunteer Experience	
Skill Areas	
Are You a Member of Any Other Boards in NWGA? If so, Which Ones?	
Why do You Want to Volunteer as a Board Member for NWGA CIL?	

<p>What do you believe you would bring to the Board and center?</p>	
<p>Check the Areas that You Would Like to Contribute Your Talents in:</p>	
<p>Development</p>	
<p>Finance</p>	
<p>Policy</p>	
<p>Recruiting</p>	
<p>Other (Please Specify)</p>	
<p>What minimum dollar amount are you comfortable committing to contribute to NWGA CIL each year. This commitment is far more important than the dollar amount.</p>	<p>I commit to contribute a minimum of \$ each year to NWGA CIL.</p>
<p>Confidentiality Policy and Agreement</p>	

Confidentiality is one of the highest responsibilities of NWGA CIL. Every board member must help ensure the confidentiality of NWGA CIL's business records and consumer information.

I, the undersigned, do hereby understand and agree to the following:

- To hold confidential all employee, board, volunteer, intern, and consumer information and NWGA CIL's business records.
- To not take from the building or copy information on consumers or NWGA CIL's business records without the permission of the Executive Director or a Board officer.
- NWGA CIL follows all HIPAA privacy practices.
- Confidentiality of consumer information and NWGA CIL's business records will legally extend to anyone who leaves NWGA CIL for any reason.

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References: Name, Cell Phone Number, Email and Relationship	
Reference 1	
Reference 2	
Reference 3	
Signature	
Date	

MISSION STATEMENT

To empower people who have disabilities so that they may determine their own future; to work towards a more user-friendly, accessible community.

CONTACT INFORMATION

706.314.0008 Phone ☐ 706.314.0011 Fax

527 Broad Street, Suite 101, Rome, GA 30161 www.nwgacil.org

BOARD FUNCTION AND RESPONSIBILITIES

From the by-laws: The Board shall function to promote the operations of the corporation. This shall include providing strategic direction, fund raising, supporting corporate and/or Board activities, and any other duties deemed appropriate to furthering the corporate goals and objectives.

BOARD SCHEDULE

EVERY MONTH

- Attend monthly meetings which include:

- Approving minutes
- Approving financials
- Approving programmatic report
- Giving input
- Receiving updates on center activities
- Receiving training on centers for independent living and board responsibilities

AS SCHEDULED OR NEEDED

- Attend Annual meeting in October (in lieu of monthly meeting) which includes
 - Approving budget
 - Electing officers
 - Reviewing Executive Director
- Attend your chosen committee meetings
- Attend any specially called meetings
- Seek active board members as needed. Note: per grantor, board composition must be comprised of at least 51% members who have significant disabilities.
- Suggest, approve policy revisions
- Work on and approve Strategic Plan every three years
- Develop resources for the center (individual and corporate donors, grants for operating funds, sponsors, volunteers for resource development events, etc.)
- Represent and promote the center
- Assist with/attend center events
- Attend conferences, meetings and trainings as possible