



# BOARD MATCH

Resource Center for Nonprofits  
A Program of the Volunteer Center of Sonoma County

## ~ NONPROFIT AGENCY REQUEST FORM ~

Today's Date \_\_\_\_\_

Agency Name \_\_\_\_\_

Year Founded \_\_\_\_\_

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone (work) \_\_\_\_\_ (fax) \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Zip \_\_\_\_\_

### MISSION STATEMENT

\_\_\_\_\_  
\_\_\_\_\_

### STAGE OF DEVELOPMENT

Describe your organization:

- A new, emerging organization (getting it together)
- A young organization with less than 5 years experience
- Adolescent (5 – 15 years experience)
- A mature, established organization
- An organization in transition/reorganization

### BOARD DETAILS

- Do you have job descriptions for board members / committees?  Yes  No
- Do you have a statement of time and monetary contribution expected of your board members?  Yes  No
- Do you have audited financial reports and / or an annual report?  Yes  No

When are your regular board meetings? \_\_\_\_\_

Where does the board meet? \_\_\_\_\_

What is the current size of your board? \_\_\_\_\_

How many vacancies do you have? \_\_\_\_\_

What is a board members term of office? \_\_\_\_\_ Do you have term limits?  Yes  No

### SKILLS YOU ARE SEEKING

- |                                                |                                         |                                      |                                   |
|------------------------------------------------|-----------------------------------------|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Financial             | <input type="checkbox"/> Fundraising    | <input type="checkbox"/> Insurance   | <input type="checkbox"/> Legal    |
| <input type="checkbox"/> Marketing & Publicity | <input type="checkbox"/> Technology     | <input type="checkbox"/> Mediation   | <input type="checkbox"/> Research |
| <input type="checkbox"/> General Management    | <input type="checkbox"/> Event Planning | <input type="checkbox"/> Other _____ |                                   |

### ORGANIZATIONAL GOALS

What are the 3 main objectives your agency seeks to achieve in the next 2 years?

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

Do you have a strategic plan?  Yes  No If yes, please attach a copy.

### Additional comments?

\_\_\_\_\_  
\_\_\_\_\_



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## What is BOARD MATCH?

BOARD MATCH is a service of the Resource Center for Nonprofits, a program of the Volunteer Center, which matches Sonoma County residents who want to make a difference with nonprofit organizations that need committed board members.

## How does BOARD MATCH work?

Using an application and matching process, BOARD MATCH helps to connect board candidates with compatible nonprofits. People with any level of board experience are encouraged to apply. Workshops are offered for people with little or no previous board experience.

## As a Candidate, BOARD MATCH . . .

- Introduces you to the world of nonprofit boards and the resources that will help you become an effective board member.
- Helps you choose a board that is best suited to your interests and skills.
- Your involvement offers you an opportunity to learn the roles and responsibilities of board membership.
- Introduces you to organizations with causes you care about.
- Helps you become more engaged in your community.
- Provides networking opportunities that may help in your life goals.

## As a Nonprofit Agency, BOARD MATCH . . .

- Provides you with interested candidates with skills that are applicable to your needs.
- Helps strengthen your board by offering a way to regularly and thoughtfully increase board membership and replace outgoing members.

# What is the BOARD MATCH application process?

## For Board Candidates

Anyone over 18 years of age may apply. Experience in areas such as legal, finance, PR/marketing, fund raising, management, and organizational development is helpful but not necessary. The desire to lead and make a difference in the community is essential.

- Complete and return the application, and make an appointment for consultation at the Volunteer Center.
- A BOARD MATCH staff will identify several agencies that are currently recruiting board members and provide you with that information.
- Interview with each agency and make a selection.
- Attend Resource Center workshop on Basic Board Training (encouraged)
- Please keep the Resource Center informed of your progress and final selection. We are here to help if you have any questions.

## For Agencies

Any agency that has their nonprofit status can have an agency request form on file.

- Complete and return the application.
- Once names are submitted to you, we strongly recommend you contact board applicants within 7 - 10 days for an interview.
- Attend Resource Center workshop on Board Development (encouraged)
- Please keep the Resource Center involved. Let us know how the matching process worked for you.
- Please be sure to regularly update the Resource Center regarding your board member needs.

## For more information

Call 707-573-3399, x116 for more information or to request the BOARD MATCH **Board Candidate or Agency** application packet.

Go to [www.volunteernow.org](http://www.volunteernow.org), to download information about BOARD MATCH, the Board Candidate Application Form, or the Agency Request Form.

### **BOARD MATCH**

Resource Center for Nonprofits

Volunteer Center of Sonoma County

153 Stony Circle, Suite 100, Santa Rosa, CA 95472

707-573-3399 x 116

Web site: [www.volunteernow.org](http://www.volunteernow.org) Email: [jbertelsen@volunteernow.org](mailto:jbertelsen@volunteernow.org)