



12749 Nettles Drive  
Newport News, VA 23606  
Office: 757-877-6211  
[www.thrivepeninsula.org](http://www.thrivepeninsula.org)

Dear Potential Board Member,

Thank you for your interest in serving on our board of directors to help further the mission of THRIVE Peninsula. We are a growing non-profit that aims to help people through their financial crisis and provide stable footing for the future.

THRIVE has a maximum of 13 board members who can serve up to three 2-year terms. We ask all our board members to adhere to our Roles & Responsibilities Worksheet, included in this packet.

There are FOUR things we look for in potential Board Members:

1. **PASSION** for the mission of helping people facing hardship through our programs.
2. **GOVERNANCE** – the skills and ability to ensure that the organization is a good steward of its resources and is responsible for the fiduciary and legal oversight of the non-profit.
3. **COMMUNITY CONNECTIONS** – has strong contacts or networking abilities to help the agency gain funding and resources.
4. **PARTICIPATION** – become an active participant in board and THRIVE related activities to include: board meetings, committee meetings, and THRIVE events. Board Meetings take place on the 3rd Monday of the month at 4pm every other month (Feb, Apr, June, Aug, Oct, Dec). Committee meeting schedules vary.

To apply to serve on the board, submit the included board application, which will be passed along to our nominating committee. Our nominating committee will schedule a Zoom or in-person interview to learn more about you. Then the nominating committee will make their recommendation to our board of directors for their approval.

If you have any questions, please feel free to contact me.

A handwritten signature in black ink, appearing to read "Angela York".

Angela York  
Executive Director  
757-847-9649



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## **ROLES AND RESPONSIBILITIES OF BOARD MEMBERS**

Thank you for your interest in becoming a member of the Board of Directors of THRIVE Peninsula. Whether you are a veteran Board member or new to our Board, we believe your role is critically important to the success of the organization. What you do as a Board member will have an enormous impact on the mission and those we serve.

Your responsibilities as a Board member are:

- 1. Understand and promote the mission and services of THRIVE.**
- 2. Meet the needs of the people we serve.** The only reason we exist as a nonprofit organization is to serve our community. So, every decision we make as Board members should be... "how does this serve our mission better?"
- 3. Set policies that guide our organization.** The primary responsibility of the Board is to set policies for our organization. A policy is defined as a particular course of action planned by the Board to guide and determine present and future decisions. This will ensure that THRIVE is run effectively, legally and ethically. These policies will act as the foundation for the Executive Director – who is responsible for implementing the policies and managing the organization in accordance with them.
- 4. Write a plan outlining the long-range strategic goals for the growth and development of THRIVE.** Board members will be aware of the needs in the community and determine the numbers and types of programs and services that THRIVE can provide to meet these needs.
- 5. Ensure that THRIVE has adequate financial resources and that they are used responsibly.** As a Board member, you will be an integral part of the fund development activities necessary to insure that all THRIVE programs and services have adequate funding to meet all mission goals.
- 6. Participate as a donor, giving an appropriate (for them) financial donation every year.** All THRIVE Board members are asked to make a financial contribution and to help to raise the funds for the organization
- 7. Volunteer or shadow a volunteer on site at THRIVE at least once per year in a position that directly works with clients.**



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8. Network with friends and business associates to educate them about THRIVE and invite them to fundraising events.
9. Attend an annual Board Member retreat (if applicable)
10. To the extent possible, support other community organizations which are providing support for THRIVE.
11. Participate actively at Board meetings and be a part of at least one committee. As a member of the Board, you are expected to attend meetings in accordance with the Bylaws of the organization. Committees are as follows:
  - a. **Executive:** made up of Board Officers
  - b. **Governance:** Set policies and procedures for the board
  - c. **Finance:** Build the annual budget, and provide financial oversight
  - d. **Nominating:** Recruit, screen, and recommend potential board members

In signing this document, I understand that no quotas are being set, and that no rigid standards of measurement and achievement are being formed. Every Board member is making a statement of faith with every other Board member. We trust each other to carry out the above Roles and Responsibilities agreement to the best of our ability.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Board Member

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Chairman of the Board



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Thank you for your interest in joining THRIVE Peninsula's Board of Directors! For our nominating committee members to learn more about you and your interest, we ask that you please complete this questionnaire and return it to [angela@thrivepeninsula.org](mailto:angela@thrivepeninsula.org) or 12749 Nettles Drive, Newport News, VA 23606. You may answer any question(s) using a separate document, if desired.

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

Employer \_\_\_\_\_ Job Title \_\_\_\_\_

Church affiliation (if applicable) \_\_\_\_\_ Birthday (MM/DD) \_\_\_\_\_

Address \_\_\_\_\_

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

How did you hear about us? \_\_\_\_\_

1. Tell us about your **PASSION** for the mission of THRIVE and interest in joining our Board of Directors.
2. What specific talents, skills, expertise, and experience do you believe you can share with the organization that would equip you to help us **GOVERN** the organization?
3. What are your unique **COMMUNITY CONNECTIONS** or networks that you are willing to share with THRIVE to help us gain funding and resources?
4. Which committee would you be most interested in serving on as an active **PARTICIPANT**? (See Roles and Responsibilities for the list and descriptions)
5. After reviewing THRIVE' Board Roles and Responsibilities, are you fully comfortable adhering to those guidelines to the best of your ability? (Circle One)      YES      NO (please explain)
6. If you have a resume, or bio, please include it with this questionnaire. If you do not have one, please list your brief work history and other relevant experience.