



Last Name: _____

**Keep Prince William Beautiful
BOARD/COMMITTEE MEMBER APPLICATION**
Email application to info@kpwb.org

PERSONAL INFORMATION

Name:	
Date:	Birthday (MM/DD):
Occupation/Title:	
Company/Organization(s) I Represent:	
Please check all that apply:	
<input type="checkbox"/> I live in Prince William County	<input type="checkbox"/> I work in Prince William County
<input type="checkbox"/> Neither (please provide where you live and work):	
Mailing Address:	
Phone: (Work)	(Cell)
Email:	

Have you ever been convicted of a felony offense for which you have not been pardoned? If yes, please explain. This does **not** automatically disqualify you from holding a position as a member of the board.

How did you hear about KPWB?

Please check what is applicable:

I am appointed by my company/organization to serve on the KPWB Board as part of my job requirement. Yes No

Why KPWB?

- What interests do you have in regards to the work of Keep Prince William Beautiful?

- Why are you interested in serving on the Board?

- What kind of work do you hope you do NOT have to do as a Board member?

- What organization(s) are you a member of at the local, state, and national level? Do you see opportunities for collaboration between organizations? Last Name: _____

- Please provide information about any nonprofit and/or environmental experience.

*Please provide a **headshot photo** (professionally taken or a high quality jpeg). Headshots should be emailed to info@kpwb.org within 30 days of application.

OFFICER APPLICATION

Are you applying for an officer position? Yes No (please move on to committee signup)

If yes, please select the position you are applying for:

President (ONLY THE VICE PRESIDENT IS ELIGIBLE FOR THIS POSITION)

- Serves as the chief volunteer-officer of the organization, providing leadership and guidance in all board matters.

Vice President (BOARD MEMBER WITH MIN. 6 MO. OF KPWB EXPERIENCE IS PREFERRED)

- This position is successor to the President position. The Vice President reports directly to the President and performs the President’s responsibilities when the President is unavailable.

Treasurer (FINANCE BACKGROUND REQUIRED)

Maintains financial records of the board and ensures effective management of

- organization's financial records.
- Administrates fiscal matters of the organization.
- Provides annual budget to the board for members' approval.
- Ensures development and board review of financial policies and procedures.

Secretary (COMPUTER SKILLS REQUIRED)

- Maintains records of the board and ensures effective management of organization's records.
- Manages minutes of board meetings and ensures prompt distribution to members following each meeting.
- Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.

*Note: All officers are members of the Board.

COMMITTEE SIGNUP

AS A BOARD MEMBER YOU WILL BE REQUIRED TO SERVE ON A MINIMUM OF TWO (2) COMMITTEES, PLEASE INITIAL THAT YOU ACCEPT THIS REQUIREMENT.

Please initial that you understand and accept each statement: (required)

As a Committee member I understand that:

_____ Meeting dates, times, frequency, and venue are at the discretion of the Committee Chair who will consult with Committee members.

_____ Committee terms are for 2 years, re-application is possible.

_____ Documentation of all hours provided to the KPWB organization are essential for accurate hour reporting to KPWB funders, which includes Committee volunteers

_____ Committee meeting attendance and activities are a priority. (See provided sheet.)

_____ Contributions to the discussion of business addressed at scheduled meetings, in addition to completing all accepted assignments, are expected.

_____ Members may not intrude in administrative issues that are the responsibility of management.

_____ It is not acceptable or efficient to be critical of fellow members; use the organization for personal advantage; or discuss the confidential proceedings of the Committee unless discussed with Committee members, board members or management.

_____ If for any reason, I find myself unable to serve in the capacity outlined above, I agree to communicate promptly to the appropriate officer to remedy this situation.

Please rank the below committees by preference. If applying for an officer position, please mark the Executive Committee as #1, if not, please place N/A next to the option for Executive Committee. Committees are filled on a vacancy basis but board members are permitted to change committees when new vacancies arise.

I. STANDING COMMITTEES	
A. Executive Committee (Officers only, bylaws)	The four officers serve as the members of the Executive Committee. Except for the power to amend the articles of incorporation and bylaws, the Executive Committee shall have all the powers and authority of the Board of Directors in the intervals between meetings of the Board, and is subject to the direction and control of the full Board.
B. Nominating Committee (President must chair, 3 members are the max. allowed, bylaws)	There shall be a Nominating Committee, composed of the President and at least two (2) other members of the Board of Directors. Each member of the committee shall have one (1) vote and decision shall be made by the majority. The Nominating Committee will nominate candidates to the Board and candidates for elected offices.
C. Finance Committee (4 members are the max. allowed, bylaws)	The treasurer is the chair of the Finance Committee, which includes three other board members. The Finance Committee is responsible for developing and reviewing fiscal procedures and annual budget with staff and other Board members.
II. 2014 SPECIAL COMMITTEES	
A. Marketing	The Marketing Special Committee develops the KPWB brand platform utilizing the updated logo, mission and vision. Once developed, the marketing committee develops and implements a promotional plan including media, print, community, and alternative resources.
B. Membership	KPWB's Membership Special Committee strategizes, develops, plans and implements a membership program. Once established, committee members actively recruit and maintain membership.
C. Policy & Planning	A Policy Special Committee exists to provide ideas and plans that are used by KPWB as a basis for making decisions. Essential duties consist of bylaw and policy manual maintenance, and the creation of a strategic plan.
D. Program	The Program Special Committee oversees new program development and facilitates discussions about program priorities and improvements for the Board.
E. Fundraising	Our Fundraising Special Committee oversees the organization's overall fundraising. This committee works with staff to establish a fundraising plan that incorporates a series of appropriate vehicles, such as special events, direct mail, product sales; and monitors fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective. Larger-scale fundraisers often require more committee involvement.

Have you previously served on the KPWB Board? Yes No