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**Mission Statement:**  
We connect people to places in the northwest metro region today and for the future.

## Commuting Solutions 2020-2022 Board of Directors Application

### Applicant Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Company: \_\_\_\_\_ Occupation / Title: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### Background Information

How long has your organization been a member of Commuting Solutions? \_\_\_\_\_ Years \_\_\_\_\_

Please describe your past and current involvement in Commuting Solutions:

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

Other leadership or community volunteer efforts:

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

How many employees are in your company?  <25  26-150  151-250  > 251

What education or skills could you contribute to 36 Commuting Solutions? (check all that apply)

- Marketing  Legal expertise  Management  Human Resources  
 Volunteer Mgmt  Leadership  Education  Nonprofit expertise  
 Fund Raising  Lobbying  Planning  Financial Management  
 Accounting  Sales  Public Relations  Other: \_\_\_\_\_

Is your employer supportive of you serving on the Board of Directors? Please explain.

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

**Commuting Solutions requires board members to be Commuting Solutions members and have the ability to attend monthly board meetings (normally the first Wednesday of each month) and serve as needed. Board member serve a two-year term of service. Please refer to the board member Job Description for more information.**

Signature: \_\_\_\_\_

Please submit this application along with a current resumé and cover letter explaining your interest in serving and how you could contribute to Commuting Solutions by becoming a board member. Applications may be submitted in person, mail, or by email to [audrey@commutingsolutions.org](mailto:audrey@commutingsolutions.org) by September 13, 2019 to be considered for the 2020 board of directors.

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## Board of Directors Job Description

1. Board members are *legally responsible* for making sure money is being raised and spent in a responsible manner. This means members must help create or approve a budget that they fully understand and must review income and expenses on a regular basis.
2. Board members are responsible for making sure the organization is well *managed*. Members have the authority and responsibility to hire (and fire) the Executive Director. They also must make sure the Executive Director has what she/he needs to do the job, and is supported, held accountable and evaluated on a regular basis.
3. Board members are responsible for *raising funds* for the organization. While some fundraising work may be given over to the staff, the board is responsible for creating and approving the budget and for insuring that the budget is raised. Each member should also be willing to participate in fundraising activities, “open up doors” and act as a fundraising ambassador for the organization. Each board member must be a dues-paying member in good standing of Commuting Solutions.
4. Board members are responsible for *creating the organization’s identity*. This means members need to develop or support the organization’s mission, make decisions about program direction and take part in long-range planning.

**Personal Responsibility:** The board of directors should include a diverse group of people who bring a wide and diverse range of life experience, work, wisdom and wealth to the organization. Board members typically have at least six specific responsibilities:

1. Board members must be willing to make a *philosophical or emotional commitment* to the organization. In other words, members must believe in the mission of the organization and help shape or support the vision behind that mission.
2. Board members must be willing to come to board and Steering Committee meetings and actively participate. Members must be willing to make a *time and energy commitment*.
3. Board members must be dues-paying members in good standing. One hundred percent of the board needs to financially support the work of the organization.
4. Board members should bring some special talent, skill, knowledge, contact or other *contribution to the work of the board*. This can include experience in the community being served, extensive board experience, energy and enthusiasm for the work of the organization, willingness to learn board skills, or technical skills, such as legal or public relations know-how.
5. Board members should bring *themselves* to the work of the board. They must have a desire to serve and be willing to share their ideas, experiences, feelings, insights, fears, questions, etc. They must be willing to read the organization's materials, ask questions, think things through, make suggestions, and express honest feelings.
6. Board members must see themselves as *facilitators for the organization*, providing support to staff and other board members. They must be open to working with other people, respecting new ideas, and taking reasonable risks.