



DATE

Dear _____

Congratulations!!! It is my honor and privilege to inform you that you have been nominated for consideration as a candidate for the Board of Directors of Diamond In The Rough (DITR), a national, award winning, faith-based, non-denominational youth development and leadership program serving girls 4-18 years old. Operating since 2004, DITR, has successfully provided programs and enrichment activities to over 4,000 youth and families, with a focus on group mentoring, career coaching, family enrichment and activities designed to build self esteem, character and leadership.

The next several years promise to be exciting ones for DITR as the organization continues to have a positive impact in the communities we serve. Our Board of Directors play an instrumental role in our growth and development as an organization. If selected as a member of the DITR Board of Directors you would have an instrumental opportunity to help ensure the vision of the organization to *Transform the world....one child, one family and one community at a time*. We are requesting that you give serious consideration to the nomination for a board position.

As you consider this opportunity, we ask you to review the enclosed information, including the Board requirements to ensure that you have the time, energy and commitment necessary to fulfill your role as an active Board member.

A member of our Nominating Committee has been asked to contact you by phone to discuss the invitation with you further. In the meantime if you wish to be considered as a candidate for the DITR Board of Directors, please complete and **return the enclosed Board Application via mail or fax no later than Saturday, May 23rd.** If you accept the invitation, you will be contacted by phone or asked to attend a short orientation meeting to review Board responsibilities in more detail and to receive additional information about DITR. **You will also be asked to attend a Board Retreat on June 27th & 28th.**

If you have any questions, please contact me at (678) 376-9676.

Sincerely,

Nicole Steele

Nicole Steele
Founder & Executive Director



BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES

About Our Program

Diamond In The Rough (DITR) is an award winning, faith-based, non-denominational, youth development and leadership program. Our organizational purpose is to prepare, inspire, nurture and provide knowledge to girls through a variety of preventative programs and enrichment activities that build self-esteem, character, and leadership. Diamond In The Rough is committed to transforming the world one child, one family, one community at a time.

DITR provides a wide variety of activities including weekly mentoring, leadership training, college and career coaching, family enrichment activities, and special events offered to girls in a safe, structured, fun environment. DITR seeks to empower girls physically, emotionally, intellectually, spiritually and financially. Our program is designed to help girls walk in their purpose and take hold of the promises and the possibilities of God.

Board Role

The Board of Directors serve as the governing body of Diamond In The Rough and have certain legally required (fiduciary) duties including duties of care, loyalty and obedience. The Board is further responsible for fulfilling the following:

- Ensuring that DITR programs align with the stated Mission, Values and Vision
- Ensuring adequate resources
- Evaluating Board performance
- Enhancing image & standing of the organization within the community
- Providing financial oversight
- Ensuring legal and ethical integrity
- Strategically planning for the future of the organization
- Supporting and assessing the Executive Director
- Actively recruiting and equipping new Board members
- Working closely with the Executive Director to ensure that DITR maintains program effectiveness, quality and integrity.

The Board provides future vision for DITR, supplying the wisdom, tools, and direction to help perpetuate the organization and ensure that we continue to effectively meet the needs of children who need positive adult support and opportunities to learn new skills and engage in meaningful activities. The Board is dedicated to program growth and to making a difference in the lives of children.

Board Structure & Term

The Board of Directors at DITR has a minimum of three and a maximum of nine members. Each Board member will serve a term of two years with the option to renew upon evaluation and re-election by the other Board members. Meetings are held quarterly in July, October, January & April and special meetings may be scheduled as the situation warrants.



BOARD COMMITTEES

Board members will be responsible for overseeing various committees which will be comprised of both Board and non-board members and are to meet regularly between scheduled Board Meetings. The standing committees include the following:

- **Executive Committee**
 - Shall be composed of Board Officers.
 - Shall conduct business on behalf of the Board of Directors when the Board is not in session.
 - Shall annually evaluate the Executive Director's performance.
- **Programs Committee**
 - Shall be responsible for developing short and long range goals and objectives for all programs/services offered by the organization.
 - Shall initiate and/or review all proposed programs to ensure that such programs and activities reflect the mission of the organization.
- **Finance Committee**
 - Shall assist the Executive Director in the preparation of the annual budget.
 - Shall review monthly financial statements.
 - Shall keep the Board regularly informed of the organization's financial status.
- **Development (Fundraising) Committee**
 - Shall increase funding for the organization.
 - Shall educate the Board on the techniques of planned giving, lobbying, marketing, seeking grants, and soliciting corporate and individual contributions.
 - Shall continue/expand contributions by the Board members, family and friends.
 - Shall participate in planning and executing special event fundraisers.
 - Shall assist in the development of and review of the fundraising plan.
- **Nominating Committee**
 - Shall execute and oversee the Board member and Officer candidate nominating process and recommend qualified candidates to the Board for approval at the time of elections.
 - Shall coordinate training sessions for Board of Directors as needed.
- **Volunteer Services/Personnel Committee**
 - Shall oversee all personnel and risk management policies.
 - Shall assess and make suggestions on staff, intern and volunteer training needs.
 - Evaluates strengths & weakness of the personnel and volunteer program.
 - Drafts, maintains, and updates volunteer operating policies and procedures for Board review.
- **Marketing and Public Relations Committee**
 - Responsible for developing a marketing and public relations strategy.
 - Promotes PSA, marketing campaigns and other media releases.
 - Seeks opportunities that promotes or cultivates partnerships.
- **Special Committees – May be created by the Board as needed.**



BOARD RESPONSIBILITIES

The Board of Directors in its entirety has the following fundamental responsibilities:

Legal and Ethical Responsibilities

- Avoid conflicts of interest including the appearance of a conflict of interest in a timely fashion and disclose any possible conflicts to the Board Chair;
- Assure DITR compliance with tax-exempt laws;
- Keep records of meetings;
- Maintain DITR Bylaws and Articles of Incorporation;
- Review, understand and sanction informal agreements made by the Board;
- Do not accept gifts or favors from any individual or entity in return for favorable consideration or treatment related to their business dealings, or potential business dealings, with the organization;
- Do not give gifts or favors to any individual or entity for the purpose of influencing their business dealings with the organization; and
- Take responsibility for property or equipment that is owned, leased or being used.

Fiduciary and Financial Responsibilities

- Exercise prudence in the control and transfer of funds;
- Faithfully read and understand the organization's financial statements and otherwise help the Board fulfill its fiduciary responsibility;
- Approve and monitor annual budgets and contracts;
- Financially support DITR in a manner commensurate with one's ability;
- Help to identify and raise funds for DITR programs;
- Oversee DITR investments;
- Ensure the organization operates according to the guidelines and standards set forth by the IRS; and
- Protect the assets of the organization.

Fundraising Responsibilities

- Assist the organization by implementing fundraising strategies through personal influences with others such as corporations, foundations and individuals; and
- Identify and secure resources to meet current and projected needs of the organization.

Future Planning Responsibilities

- Develop long-range vision for the organization;
- Develop long-range, strategic, and operational plans with staff;
- Authorize implementation of new or modified programs;
- Approve and regularly review DITR Mission Statement; and
- Establish annual Board objectives.

Continuity and Leadership Development

- Identify, nominate and train new members to perpetuate the Board; and
- Maintain an active, ongoing leadership development program.

Volunteer/Personnel Responsibilities

- Select and evaluate Executive Director;
- Approve wage and benefit guidelines suggested by the Personnel Committee; and

- Establish and approve personnel and volunteer policies.

Policy and Decision Making

- Establish, update and regularly review required policies;
- Set policies that determine who our clients are and what types of programs will serve them.

Evaluation

- Monitor services to clients and evaluate program effectiveness in fulfilling its mission;
- Monitor and evaluate degree of achievement toward Board objectives; and
- Annually evaluate the Executive Director.

Sample



INDIVIDUAL BOARD MEMBER EXPECTATIONS

Every member of the Board of Directors makes the following commitment to:

- Know and support the organization's mission, purpose, values, vision, goals, policies, by-laws, programs, services, strengths and needs;
- Make certain the organization is operating within a legal framework;
- Prepare and actively participate in Board and committee meetings and events;
- Read minutes to make sure they are correct;
- Ask timely and substantive questions to gain information for decision making;
- Maintain confidentiality of the Board's executive sessions;
- Serve in leadership positions or undertake special assignments willingly when asked;
- Become knowledgeable and follow trends in the organization's field of interest;
- Bring a sense of humor to the Board's deliberations;
- Maintain independence and objectivity. Do what a sense of fairness, ethics and personal integrity dictate to remain above reproach;
- Learn to separate people from the issues;
- Act in the best interest of the organization;
- Actively support and participate in activities to ensure that the Board as a whole fulfills the responsibilities outlined in Board Responsibilities;
- Actively attend quarterly Board meetings and serve on at least one standing committee and one ad hoc committee throughout the year;
- Review all materials provided to the Board for discussion and/or approval;
- Attend the annual Board planning session/retreat;
- Make a generous annual gift from your own resources;
- Assist the Development Committee and staff by implementing fundraising strategies through personal influence with others (e.g., corporations, individuals, foundations);
- When possible, arrange contributions from individuals or organizations to which you have access;
- Participate in DITR annual fundraising campaign by identifying prospective donors, sending out solicitation letters, and following up with prospects;
- Support and participate in special events;
- Serve as a community ambassador;
- Attend at least one activity/event involving DITR clients annually;
- Nominate new Board candidates on an ongoing basis;
- Participate in the interview process for new Board candidates; and

- Draw on community contacts and affiliations to further the cause of DITR, such as recruiting new volunteers, establishing new corporate partnerships, etc.

Sample



BOARD OF DIRECTORS CANDIDATE APPLICATION

Please complete and return this application by _____

Date _____

Name _____
First MI Last

Address _____

Phone _____ E-mail _____

Cell Phone _____

Employer

Company Name _____

Your title _____

Address _____

Phone _____ E-mail _____

Type of business or organization _____

Primary service(s) and area/population served _____

Preferred method of contact Work Residence Cell

Please list boards and committees you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious, social).

Organization	Role/Title	Dates of Service

Education/Training/Certificates

Have you received any awards or honors you would like to mention?

How do you feel Diamond In The Rough would benefit from your involvement on the Board?

Please provide a statement of faith.

Skills, experience and interests (Please mark all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Administration, management | <input type="checkbox"/> Outreach, advocacy |
| <input type="checkbox"/> Community service | <input type="checkbox"/> Personnel, human resources |
| <input type="checkbox"/> Education, instruction, curriculum | <input type="checkbox"/> Program development |
| <input type="checkbox"/> Finance, accounting | <input type="checkbox"/> Program evaluation |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Public relations, communications |
| <input type="checkbox"/> Grant writing | <input type="checkbox"/> Special events |
| <input type="checkbox"/> Networking | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Nonprofit experience | <input type="checkbox"/> Other _____ |

Please list any groups, organizations or businesses that you could serve on as a liaison on behalf of Diamond In The Rough.

Please list other volunteer commitments.
