

525 Central Avenue
Suite U2
Great Falls, Mt 59401
(406) 201-9666
gflgbtq@gmail.com

Dear Community Member,

Thank you for your interest in the Great Falls LGBTQ+ Community Center Board of Directors. The Center has supported the health and wellness of the most marginalized, advocated for equality and justice, and worked to build a culturally rich LGBTQ community. We are building a team of dedicated leaders that will advance the Center's strategic vision to create a region where LGBTQ people thrive.

All board members are expected to acknowledge and honor the fundamental value and dignity of all individuals, make a personal financial commitment, and dedicate time and professional expertise toward strategic goals. Interested parties should be willing to be active participants in fundraising, community engagement, and mission actualization. All board members should also exhibit strong leadership skills, creative vision, personal integrity, enthusiasm, and collegiality to effectively work with the board, volunteers, and community members.

We are committed to building board leadership that is diversely reflective of the community we serve and actively seek applications from lesbians, gay men, women, bisexual and transgender individuals, people of color, people living with HIV, and people with disabilities. Please find attached information about joining the Board. If you have any questions, please feel free to contact us at your convenience at gflgbtq@gmail.com.

Sincerely,

James Bamfield
President, Board of Directors

Great Falls LGBTQ+ Center Board Appointment Process

The mission of the Great Falls LGBTQ+ Center is to enhance and sustain the health and well-being of the LGBTQ community of Great Falls, by providing activities, programs, and services that will empower our community to embrace and support our cultural diversity. We are a 501(c)(3) corporation governed by a Board of Directors. According to the bylaws of the corporation, we will have not less than six(6) nor more than twelve (12) Directors.

Individuals interested in joining the Board should contact a member of the board and complete an application. Additionally, any Board member may initiate the nomination process for an individual to join the Board by submitting a name and supportive information to the any current Board member. If a vacancy exists, potential board members may be asked to participate in a vetting process, as designated by the Board. If no vacancy exists, potential BOD members may be asked to participate in all or part of this process with the knowledge that no openings currently exist and that a nomination cannot move forward until a vacancy does exist.

Interested parties should submit a Board questionnaire for review. Qualified candidates may then be asked to meet with staff, a board committee, and/or the full Board before being considered for a vacancy. Once a prospective board member has demonstrated commitment to the mission, familiarization with the organization, been fully vetted, submitted a questionnaire, and completed the background check process, if they are a good fit for the current needs of the organization, they are recommended by the Executive Board for a majority vote of the full board for appointment.

Expectations of Board Members

- **Bylaw Requirements:** All board members are required to be residents of the State of Montana and may not be employees of the Center.
- **Time Commitment:** Board members are expected to attend all monthly Board meetings (2 hours on the 3rd Thursdays), perform agreed-upon duties for their roles (such as a member of an executive board or committee chair), and be able to work at least two shifts at the Center a month.
- **Financial Commitment:** Board members are expected to contribute to the organization by raising at least \$500 for the Center per fiscal year. This can be satisfied with an awarded grant, project, or event you (as a board member) organize.
- **Leadership and Vision:** Board members should have demonstrated leadership in the community and have the perspective to see the big picture and the ability to create and re-set strategy and policy to ensure the organization is achieving its mission and goals when making decisions on behalf of the Center.
- **Advocacy, Stewardship and Integrity:** Board members should possess the ability to serve and promote the interests and goals of the organization while keeping in mind the interests of the community at large and the Center's direct beneficiaries.
- **Knowledge and Experience:** Board members should possess specialized knowledge and/or experience with non-profits, some specific operational function of the board or the Center, familiarity with the LGBTQ+ community, the willingness to become thoroughly familiar with the mission and how the organization actually carries out the mission day-to-day through its organizational structure and operations.
- **Personal Commitment and Diligence:** Board members should be willing to make the necessary time and put forth the necessary effort to fulfill their duties as board member including directing the strategic, financial and operational issues facing the Center; asking questions and following up as necessary; and personally engaging in the organization through financial support, advocacy, networking, programmatic support, or other personal service to the day to day operations of the Center.
- **Collegiality:** Board members should be able to understand how the board operates as one body and show respect to fellow board members, staff, volunteers, and members of the community at large.

BOARD OF DIRECTORS CANDIDATE QUESTIONNAIRE

Name: _____

Pronouns: _____ Date: _____

Names of partner, spouse, children: _____

Residence

Address: _____ City, State, Zip: _____

Home Phone: _____ Mobile Phone: _____

Email Address: _____

Current Employer

Name: _____

Position/Title: _____

Address: _____ City, State, Zip: _____

Office Phone: _____ Email: _____

Type of Business or Organization: _____

Primary service(s) and area/population served: _____

What do you understand the mission of the Center to be?

Why do you want to join the Center's Board of Directors?

What do you think are characteristics of a great board member?

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Fundraising is a significant obligation of board service, what experience do you have raising money?

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

Organization	Role/Title	Dates of Service
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Education/Training/Life Experience

Special Skills/Interests

Please list any businesses, organizations, or networks that you could serve as a liaison to on behalf of the Center:

Please tell us anything else you would like to share that would make you a good representative of the community.

Have you ever been convicted of a felony or other crime that may reflect poorly on the Center?

() Yes () No If yes, please explain:

Please attach a resume or CV and a list of at least three references (1 personal, 1 professional, 1 civic).

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AUTHORIZATION FOR BACKGROUND CHECK

Please read and sign this form in the space provided below.

Your written authorization is necessary for completion of the application process.

You will receive notice from a current board member to provide further information to Coeus Global, our background check vendor. You will have the option to pay for the background check, but you are required to pay, if you are unable to.

I, _____, hereby authorize the Great Falls LGBTQ+ Center to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that Great Falls LGBTQ+ Center will utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of the company's choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for volunteering with the Great Falls LGBTQ+ Center will not be processed further.

Signature

Date

Printed Name