

***A Community ‘Call-out’ from the Colonial Heights Food Pantry***

*The Colonial Heights Food Pantry is pleased to announce the opening of its annual call for nominations to serve on the CHFP Board of Directors.  We are seeking individuals who are passionate about helping us meet our mission of “alleviating hunger in our community and developing collaborative strategies to encourage self-reliance.”  To apply to be part of this amazing organization with tremendous community impact, please complete the attached application.*

***Applications will be accepted through October***

**Prospective Board Member Application and Profile**

|  |
| --- |
| **Contact Information** |

Applicant Name: Click here to enter text.

Address: Click here to enter text.

Primary Telephone Number: Click here to enter text. Home Work Cell

Secondary Telephone Number: Click here to enter text. Home Work Cell

Email Address: Click here to enter text.

|  |
| --- |
| **Employer** |

Employer: Click here to enter text.

Employer Address: Click here to enter text.

|  |
| --- |
| **Interests and Skills** |

**Briefly explain why you are interested in serving on the Colonial Heights Food Pantry Board of Directors:**

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

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

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

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

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

**I have some expertise or experience in the following areas that might be helpful to the Colonial Heights Food Pantry should I be selected to serve on the Board of Directors. Please select all that apply.**

Food distribution / Food justice

Law

Budget / Accounting

PR / Marketing / Media

Public Speaking

Organizational Management

Event Planning

Volunteer Management

Civil Rights

Fundraising

Colonial Heights Food Pantry

Board of Directors Application and Profile

Page 2

|  |
| --- |
| **Community Support** |

**Please list all civic involvement and organizational affiliations as well as your relevant experience with them. (Organizations, Appointments, Offices, social groups, educational institutions and religious organizational as well as other nonprofit board experience).**

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

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

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

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

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

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

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

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

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

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

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

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

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

**Please list any relevant hobbies or special skills that have not previously been provided:**

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

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

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

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

|  |
| --- |
| **Board Service Information** |

The Colonial Heights Food Pantry meets on the first Tuesday of every month at 5:00 p.m. The term of service for directors is three years with renewable terms. **By signing and submitting this application**, you are agreeing that you are able and willing to commit to attending a majority of meetings annually. The meetings are typically held in-person at the Colonial Heights Food Pantry, 530 Southpark Blvd., Colonial Heights, VA, 23834. You further agree that should you be approved to join the Colonial Heights Food Pantry Board of Directors, you will commit to the roles and responsibilities of a board member outlined in the attached board contract.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return the completed application to Colonial Heights Executive Director, Warren Hammonds

Via Email: [warren@chfoodpantry.org](mailto:warren@chfoodpantry.org)

Or Via Mail: 530 Southpark Blvd., Colonial Heights, VA, 23834

**A picture containing text

Description automatically generated**

**STATEMENT OF UNDERSTANDING FOR MEMBERS OF**

**THE BOARD OF DIRECTORS**

*Adopted March 2021*

*By affixing my signature to this document, I agree with the responsibilities set forth below as part of my role in serving as a member director on the Board of Directors for the Colonial Heights Food Pantry. I understand that I have a legal and ethical obligation to ensure that the organization does the best work possible in pursuit of its goals and objectives and in pursuit of its mission to alleviate hunger.*

Specifically, I will:

* Serve as an ambassador and actively share the role of the Colonial Heights Food Pantry in serving the needs of our community.
* Understand my role on the Board of Directors in terms of duty of care, loyalty and obedience ensuring that:
* I exercise independent judgement and make myself familiar with relevant and available facts;
* I put the interests of the organization first above my own and maintain confidentiality in all Board matters; and
* As a group, the Board is faithful to the Colonial Heights Food Pantry’s mission and that we do not act or use resources in ways that are incompatible with the mission.
* Seek to build trust with my fellow Board members and work together to set goals and objectives that will grow the work and mission of the organization.
* Actively contribute to the Board’s role in ensuring the sustainability of the organization, specifically related to funding and fundraising including participating in whatever manner is appropriate to ensure that the current and future financial needs of the Colonial Heights Food Pantry are reliably met.
* Make an annual financial investment in the organization at a level that is personally meaningful to me.
* Make every effort to attend all Board meetings and special events, recognizing that the Bylaws stipulate that after not attending three consecutive meetings without notice, I will be removed from the Board.
* Participate in the ongoing evaluation of the organization’s programs, the work of the Executive Director, and self-evaluation of the work of the Board.
* Periodically evaluate my own capacity and commitment for being active and engaged in the ongoing work of the Colonial Heights Food Pantry.

*In return, the Colonial Heights Food Pantry is responsible to directors in the following ways:*

* Ensure that Board members have sufficient information and guidance to actively participate in all activities of the organization, including fundraising.
* Provide Board members with organizational news and updates, including financial reports, at and, if applicable, between Board meetings.
* The Executive Director and staff will be available to answer questions, discuss programs, policies and goals and support each Director’s work in every way possible.
* Ensure that your time is used in a productive and meaningful way; and
* Provide Directors & Officers (D&O) Liability Insurance.

Director’s Printed Name Date

Director’s Signature

Board Chairman’s Printed Name Date

Board Chairman’s Signature