Member of the Board of Trustees
Alumni Representative Application

HOBY's Mission:
To inspire and develop our global community of youth and volunteers to a life dedicated to leadership, service and innovation.

HOBY's Vision:
To motivate and empower individuals to make a positive difference within our global society, through understanding and action, based on effective and compassionate leadership.

For more information, please see HOBY website at www.hoby.org

Position:
The Board supports the work of HOBY International and provides mission-based leadership and strategic governance. The HOBY Board is primarily a fundraising and policy board. While day-to-day operations are led by HOBY's chief executive officer (CEO), the Board-CEO relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

Leadership, governance and oversight
- Serving as a trusted advisor to the CEO as s/he develops and implements HOBY's strategic plan;
- Reviewing outcomes and metrics created by the President/CEO for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings;
- Approving HOBY's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities;
- Contributing to an annual performance evaluation of the CEO;
- Assisting the CEO and board chair in identifying and recruiting other Board Members;
- Partnering with the CEO and other board members to ensure that board resolutions are carried out
- Serving on committees or task forces and taking on special assignments;
- Representing HOBY to stakeholders; acting as an ambassador for the organization;
- Ensuring HOBY's commitment to a diverse board and staff that reflects the communities HOBY serves;
- Approving, monitoring and where appropriate, implementing the strategic plan.

Fundraising
HOBY Board Members will consider HOBY a philanthropic priority and make annual gifts that reflect that priority. While the other HOBY Board members are required to contribute at least $5,000 annually to HOBY International, the Alumni Representatives are expected make a minimum financial contribution of $500 annually*. So that HOBY can credibly solicit contributions from foundations, organizations, and individuals, HOBY expects to have 100 percent of Board Members make an annual contribution that is
commensurate with their capacity. All HOBY International Board members, including young alumni, are expected to provide introduction and connections to individuals, foundations, and/or other funders on behalf of HOBY.

*Financial contributions to local HOBY affiliates cannot be counted toward the minimum requirement.

Additional duties include:

- Communicate with various alumni and alumni stakeholders and sharing their perspective as appropriate with the Board, President/CEO and other HOBY stakeholders;
- Leverage opportunities for in-kind donations and revenue generating partnerships;
- Utilize networking opportunities to introduce HOBY’s CEO and staff to potential stakeholders;
- Participate in all fundraising events, particularly the HOBY Albert Schweitzer Dinners through personal support, selling of tables, advertisements and/or tickets and soliciting honorees, dinner chairs and sponsors as needed.

Individual board member responsibilities

- Attend all board and committee meetings and functions, such as special events;
- Be informed about HOBY’s mission, services, policies, and programs;
- Review agenda and supporting materials prior to board and committee meetings;
- Serve on committees or task forces and offer to take on special assignments;
- Make a personal financial contribution to HOBY;
- Introduce CEO to other individuals, businesses and organizations that may be interested in supporting HOBY;
- Inform others about HOBY;
- Keep up-to-date on developments in HOBY’s field;
- Follow conflict-of-interest and confidentiality policies;
- Refrain from making special requests of the staff;
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the HOBY’s annual financial statements.

Personal characteristics to consider

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group;
- Willing to assist in fundraising and partnership development activities;
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, evaluate one’s self;
- Develop certain skills if you do not already possess them, such as to: cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the organization;
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for your nonprofit’s development, a sense of humor.

Board terms/participation

HOB Y Board Members will serve a two-year term to be eligible for re-appointment based on their participation and successfully fulfilling the duties outlined above. Two alumni representatives will be selected for these designated positions with alternating terms.

One alumni representative will serve a one year term (January 2013-July 2014) and the other alumni representative will serve a two year term (January 2013-July 2015). Both will be eligible to serve a
second two year term as an alumni representative based on their age eligibility, participation and successfully fulfilling their duties.

Board meetings will be held quarterly and committee meetings are held in between board meetings, as determined by committee member schedules. Most board meetings occur via conference call with the exception of the July Annual Meeting which occurs in conjunction with the World Leadership Congress (individual board members are responsible for their own travel to/from the WLC).

Alumni Board Member Qualifications

This is an extraordinary opportunity for two young alumni, under the age of 25, who are passionate about HOBY’s mission and who, preferably, have experience serving on a board of directors. Selected Board members will have leadership experience in the community and an exemplary academic record. His/her accomplishments and abilities will allow him/her to effectively represent the perspectives of other HOBY alumni.

In addition to interaction with HOBY’s CEO, the Director of National Alumni Programs will be a staff liaison to the Alumni Representatives, providing training to support their successful integration onto the Board.

Ideal candidates will have the following qualifications:

- Participation in a state Leadership Seminar;
- Between ages 18-25 at the time of appointment to the Board;
- Have served and logged a minimum of 250 hours in HOBY’s Leadership for Service (L4S) system beyond their junior year of high school;
- A commitment to and understanding of HOBY’s programs, Ambassadors, Alumni and volunteers, preferably based on experience;
- Prefer an exemplary academic record as evidenced by a high cumulative GPA;
- Prefer leadership experience in the community as evidenced by previous membership on a nonprofit board of directors or other elected/chosen leadership roles;
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals;
- Personal qualities of integrity, credibility, and a passion for improving the lives of HOBY Ambassadors and Alumni;
- Ability and willingness to actively participate in HOBY fundraising and partnership development efforts;
- Demonstrating the HOBY Mission through their activities personally and professionally.

Service on HOBY’s Board of Trustees is without remuneration.

Alumni Board Member Selection Process

HOBY alumni who are interested in the two board positions must:

- Complete and include the application form
- Complete and attach the essay questions (see page two of the application).
- Include a letter of reference from an individual who can attest to your leadership experience and readiness to serve on a national board.
- Include a resume.
- Ensure that their Leadership for Service account contains at least 250 hours served from the year you participated in HOBY through 2012.

Email the application by September 31, 2012 to alumni@hoby.org or fax to 818-851-3988.
The HOBY President/CEO and Director of National Alumni Programs will review all applications. Finalists will be contacted for a phone interview with the President/CEO. At least two candidates will be presented to the HOBY Board of Trustees’ nominations committee for consideration to the overall Board for election. The term for Alumni Representatives is anticipated to begin in January 2013.
HOBY Board of Trustee Alumni Representative Application

Please complete the form below and email the completed documents to alumni@hoby.org by September 31, 2012 or fax to 818-851-3988.

**Applicant Information**

First Name: ___________________________  Last Name: ___________________________

Address: ________________________________________________________________

City: ___________________________  State: _______  Zip: ___________________________

Phone: ___________________________  Email: ________________________________

HOBY Seminar: _______________  Year: _______  Current Age: _______

High School: ________________________________

Cumulative GPA: _______________  Year of Graduation: _________________________

College: ________________________________

Degree: ___________________________  Major: _________________________________

Cumulative GPA: _______________  Year of Graduation: _________________________

**Parent/Guardian Information (required if under the age of 18)**

First Name: ___________________________  Last Name: ___________________________

Phone: ___________________________  Email: ________________________________

**Parent Signature/Approval: (required if under 18)**

☐ By checking this box, I give approval for use of my child’s photo and information for HOBY publicity.

Parent Signature: ___________________________  Date: _________________________

**If selected to serve as an Alumni Representative on the HOBY Board of Trustees, I will (please check each item):**

☐ Participate in at least four (4) Board of Trustee meetings.

☐ Review meeting agendas and supporting materials in advance of board and committee meetings.

☐ Serve on at least one committee, participating in all of that committee’s meetings.

☐ Follow HOBY’s conflict-of-interest and confidentiality policies.

☐ Make a minimum financial contribution of $500 annually to HOBY International.

☐ Communicate with the Director of National Alumni Programs if there are questions or training needs.

Applicant Signature: ___________________________  Date: _________________________

Continued...
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Please answer the following questions on a separate document and please attach to the application:

1. Why do you want to be on the HOBY Board of Trustees?
2. Explain how HOBY inspired your commitment to service and leadership.
3. Discuss the challenges of being one of the first young alumni on the Board of Trustees. What strategies will you employ to overcome these strategies? Be specific.
4. Include a letter of reference from an individual who can attest to your leadership experience and readiness to serve on a national board.
5. Include a resume.