

Andover, Hebron, Marlborough Youth and Family Services, Inc.

25 Pendleton Drive, Hebron, CT 06248

Phone: (860) 228-9488 Fax: (860) 228-1213

www.ahmyouth.org

Intervention Services

Youth & Family Counseling
Psychiatric Services
School-Based Social Work Services
Juvenile Review Board
Support Groups

Prevention Programs

Substance Abuse & Violence Prevention Education
Parent Education Classes
Infant & Toddler Play Groups
Family Health Information & Referral Services
“Lanterns” Mentoring Program

Positive Youth Development

Summer Youth Theater
Project Graduation
Youth Employment Program
Peer Helpers Program
Teen Center

Dear Prospective Directors:

Thank you for your interest in becoming a member of the AHM Board of Directors. We recognize that the commitment to serve on a non-profit Board of Directors is one that involves a great deal of consideration. The three primary purposes for serving on a non-profit Board of Directors includes; 1) financial oversight, 2) assuring legal controls of the organization and 3) ensuring that the mission and purpose of the agency is held to the highest standards of professionalism.

The process of becoming a Director, in accordance with AHM’s By-Laws, requires prospective candidates to attend three consecutive Board meetings. There are several stages involved in this process, all of which, has been designed to help you decide if this is a commitment that you are able to fulfill. We encourage prospective Directors to ask any questions relative to the organization throughout the application process. The Board Application Chairperson will be contacting you to serve as your Mentor throughout the process. Prior to your application being submitted to the Board of Directors you will have an opportunity to meet with our Executive Director for a general overview of the organization.

Our meetings are held on the first Tuesday of every month, from 7:00–9:00 p.m.

We appreciate your interest in AHM Youth and Family Services, Inc. and look forward to seeing you at our next meeting. Please do not hesitate to call the AHM office at (860) 228-9488 should you have any questions or concerns.

Sincerely,

*AHM Board of Directors
President*

AHM Youth and Family Services, Inc.
BOARD OF DIRECTORS APPLICATION PROCESS

1. Governance of the Board Application Process:

The President of the Board selects a Director to serve as the Board Application Chairperson.

2. Introduction to Prospective Director:

(Attachment #1) An introduction letter shall be sent to all prospective Board candidates, signed by the Board President.

3. Guiding Prospective Directors:

Within the next five days, the Board Application Chairperson will contact by telephone the prospective Director to discuss the following:

- a. General questions and answers about the agency.
- b. An informal discussion regarding the prospective member's interest for serving on a private non-profit Board of Directors.
- c. A brief description on the role of a Director regarding the fiscal and legal responsibilities of serving on a non-profit Board.
- d. A brief description of Board meetings and the importance of the quorum.
- e. The Board Application Chairperson shall briefly review the conflict of interest clause pertaining to the attached application, in order to avoid any embarrassment regarding conflicts later in the application process.

4. Initiating the Application Process:

At the end of that conversation prospective Directors will be given the option of having an application sent to them. If so, then the Board Application Chairperson will contact the Administrative Assistant at the AHM office and request that an application packet is sent to the prospective Director.

The Board Application Chairperson shall then contact the potential member one week later and ask at that time if they would like to attend the next Board Meeting.

5. Mentoring Prospective Directors:

Following attendance at the first meeting, the Board Application Chairperson shall serve as a "Mentor" to answer any questions presented by the prospective Director.

6. Orientation:

A meeting is then arranged between the prospective Director and the Executive Director for an orientation of the organization, including a (Q & A session). At this time the applicant is provided with an in depth review of the “Best Practices” manual, By-Laws, Standing Rules and Personnel Policies.

7. Reviewing Candidacy to the Board:

At the conclusion of the second Board of Directors meeting, the Board Application Chairperson continues to serve as a contact to answer any questions that the prospective Director may have. Arrangements are also made to complete and forward the application to the Board Application Chairperson. Included with the application, is the prospective Director’s acknowledgement that they have read and fully understand the terms and conditions contained in the By-Laws, Standing Rules and Best Practices Manual expected of a Board Member. The signed application acknowledges that their candidacy to the Board does not involve any present or anticipated conflicts of interest.

8. Nomination of Candidates:

At the conclusion of the third meeting the Board Application Chairperson presents the completed application to the Board of Directors. Any conflicts or concerns regarding the candidacy to the Board of a prospective Director shall be brought to the immediate attention of the Board President, prior to a vote.

9. Mentors:

Assuming that a prospective Director has met the qualifications for candidacy to the Board, the newly elected volunteer is provided with a mentor. At that time, the mentor is responsible for contacting the new Director, welcoming them to the Board and answering questions they may have about protocol, meetings, etc.

AHM Youth and Family Services, Inc.
BOARD OF DIRECTORS APPLICATION

Name: _____

Address: _____ Town: _____ Zip: _____

Business Name: _____

Address: _____

Telephone: _____

Residence

Business

Fax

E-Mail

Please list any prior or current civic organizations, clubs, non-profits or commissions that you serve (d) on: _____

Character References: _____

Name

Address

Phone _____

Character References: _____

Name

Address

Phone _____

Character References: _____

Name

Address

Phone _____

Areas of Interest for serving on the AHM Board of Directors: _____

Signature:

Date:

Conflict of Interest Assurance: (Please initial each statement)

Each of the following statements helps to assure that a prospective Board Member does not present a “Conflict of Interest” or “Dual Relationship” as defined by AHM’s Best Practices for staff members and volunteers. It is of critical importance that a Board Member is able to at all times serve the organization as a whole rather than any special interest group or constituency. Any conflicts present with the following questions would automatically disqualify an individual from the Board application process. In order to avoid any breach of confidentiality, please take the time to review this document in the privacy of your home. If at any time in the future any one of the following statements presents a conflict of interest, you are asked to remove yourself from the Board of Directors.

1. For the past three years I have not had a professional relationship with any member of the AHM staff or received financial gain from the organization.
____ **Initials**

2. I am not related to any member of the AHM staff. ____ **Initials**

3. For the past three years I have not maintained a close personal relationship with any member of the AHM staff that in the future may affect my role as an employer/Board Member. ____ **Initials**

4. **(Adult Director)** Neither I nor any member of my immediate family has received intervention services provided by AHM within the past three years. ____ **Initials**

5. **(Adult Director)** I understand that while serving as a member of the Board of Directors, I cannot access intervention services through the organization. This conflict would jeopardize the relationship between employer and employee. In order to seek intervention services through this organization in the future, I agree to first resign from my position on the Board. _____ **Initials**

6. **(Adult Director)** If I choose to seek intervention services through the organization, I agree to wait a minimum of three years before submitting a new application to the Board of Directors. _____ **Initials**

7. **(Youth Director)** Neither I nor any member of my immediate family has received intervention services provided by this organization within the past twelve months?
_____ **Initials**

8. **(Youth Director)** I understand that while serving as a member of the Board of Directors, I cannot access intervention services through this organization. This conflict would jeopardize the relationship between employer and employee. In order to seek intervention services through this organization, I agree to first resign from my position on the Board. _____ **Initials**
9. **(Youth Director)** If I choose to seek intervention services through the organization, I agree to wait a minimum of twelve months before submitting a new application to the Board of Directors. _____ **Initials**
10. I have not been a member of the AHM staff, nor have I served as a paid consultant to the organization for the past three years? _____ **Initials**

I have read the organization's By-Laws, Standing Rules and Best Practices Manual and agree to all terms and conditions set forth in each of these documents relative to my future services as a member of the Board of Directors. Furthermore I understand that any information falsely provided in this application may result in my immediate dismissal from a position on the AHM Board of Directors.

Signature of Applicant: _____ Date: _____

Signature of Board Application Chairperson: _____ Date: _____

Outcome of nomination: _____
