



# LifeSkills, Inc.

## Board Application/Update

Name: \_\_\_\_\_ County of Residence: \_\_\_\_\_  
 Address: \_\_\_\_\_ Work e-mail: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ Home e-mail: \_\_\_\_\_  
 Your Occupation: \_\_\_\_\_ Phones: Cell: \_\_\_\_\_  
 Home: \_\_\_\_\_ Work: \_\_\_\_\_

### REQUIREMENTS AND RESPONSIBILITIES

Primary roles are strategic planning, policy making, general oversight of those policies, and safeguarding the assets and program quality of the Corporation, and attending all meetings (or call in if you cannot attend). An additional role is participating in any public relations and fund raising the Board feels is necessary. A Board member does not have any responsibility for the day to day management of the operations. Board appointments are for four year terms, which can be renewed for a total service time of eight (8) years.

### YOUR BACKGROUND

ATTACHING A RESUME IS OPTIONAL

Do you have experience in the following areas (check at least two and all that apply)?

- Board recruiting, selection, evaluating, development;
- Human Resources policies, staff development;
- Finance/Facilities;
- Executive leadership;
- Fund development (lobbying/legislation/communication/fund raising);
- Public relations (local presentations).

Of the items checked above, please discuss experience (past and present boards and organizations, position, types of responsibilities, training/education):

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Have you ever worked for LifeSkills?  Yes  No If yes, in what position? \_\_\_\_\_ When? \_\_\_\_\_

Have you ever been charged or convicted of a crime?  Yes  No If yes, please explain.

Have you ever had a substantiated child abuse charge?  Yes  No

Could you regularly attend board meetings (Usually the 3<sup>rd</sup> Monday of each month)?  Yes  No Do you have any conflicts of interest? \_\_\_\_\_  
 (e.g. Immediate family members employed or on contract by LifeSkills, relatives currently on the Board, product sales to LifeSkills.)

### PREFERENCES

**PROGRAM INTEREST** (Check all that apply and circle primary interest)  Intellectual and Developmental Disabilities  
 Mental Health/Mental Illness  Alcohol and Other Substance Abuse

Comments:

**COMMITTEES:** (Rank in order of preference)

- Finance Committee:** (a) Recommend to the full Board the adoption of the annual budget, (b) Review and recommend accounting policies, (c) Monitor the financial position of the Corporation, (d) Procure and review an independent audit
- Personnel and Staff Development Committee:** (a) Recommend personnel policies and compensatory plans, (b) assure policy implementation and staff development, (c) Resolve grievances if the decision of the president/chief executive officer fails.
- Nominating Committee:** (a) Recruit, screen, interview and recommend nominees for election to the full Board, (b) Submit nominations for officers and standing committee members, (c) Evaluate member functions including but not limited to conflicts of interest, professional and constructive behavior and attendance, as well as overall Board competency and performance, (d) Review, remind and recommend changes to by-laws.
- Program Planning and Evaluation Committee:** (a) Review efficacy of the existing programs. (b) Review adequacy of current services and needed additions or changes.

Other interests to volunteer time and expertise:

- Public Relations
- Fund Development
- Other (specify):

**REFERENCES (List at least three with complete names, addresses and phone numbers.)**

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Why do you wish to be on LifeSkills Board of Directors?

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Return to: Kendra Lewis, LifeSkills, Inc., P.O. Box 6499, Bowling Green, KY 42102

Signature \_\_\_\_\_ Date \_\_\_\_\_