



Thank you for your interest in board service!

We know that those with an interest in being a leadership volunteer have many choices. In our community, there are an array of remarkable organizations engaged in the important work of making our world a better place. We are humbled knowing that you are interested in us.

The following application and related documents offer us an opportunity to know more about you, your skills, attributes and what you would bring to our board. It also gives you a sense of what matters to us in any board candidate. The goal of our process is to determine if we are a good fit for each other – your level of commitment and ability to deliver on our expectations so that we are confident that you can help us to increase the scope and impact of our work. On the other side, we want to know what motivates you and how you think about our organization so that we can help to create an excellent board experience for you.

Thank you again for your interest in our work and for taking the time to complete this application with thought and care. We look forward to reviewing it with that same level of thought and care and to continuing our conversations. Please return all the completed forms and any questions you may have to office.blairnami@gmail.com

Thank you again for your interest.

The NAMI Blair County PA Board of Directors



Board of Directors Application | Questionnaire

Name: _____
(Please include professional designations, i.e., MD, PhD., etc.)

Business Affiliation: _____
(Please note if retired)

Title/Position: _____

Address: Business: _____

Home: _____

Phone No.: Business: _____ Home: _____ Cell: _____

E-Mail Address: _____

Are you:

- Consumer
 Family Member | Please state relationship: _____
 Mental Health Provider
 Other | Please specify: _____

Volunteer Experience: Past and Present Membership(s): Boards, committees, task forces in the public sector (business, civic, community, religious, political, professional, recreational or social)

Organization	Role Title	Date of Service

Skills | Expertise: Please mark the skills and expertise you will bring to us that will strengthen our board and enhance the ability of our organization to deliver on its mission:

- Budget | Fiscal Controls
- Public Policy | Advocacy
- Education | Training
- Legal Expertise
- Public Speaking | Presentations
- Accounting
- Event Planning
- HR | Administration
- Strategic Planning
- Social Media
- Marketing
- Web Design | IT
- Fundraising
- Grant Writing
- Professional Non Profit Experience
- Financial Investment Management
- Organizing Volunteer Groups
- Mental Health Professional
- Substance Abuse Professional
- Other: _____

Attributes: A board is more than a collection of individuals. It is an entity that governs, approves strategy and engages in robust discussion and debate on relevant issues. It must act as a single entity. As such, the personality traits you bring to the board will help us to ensure that we have a diversity of personality styles and traits that, when added to our current board members, will enhance the ability of the board members to work together as a governing body.

- Collaborative
- Respectful of varying points of view
- Willing and able to lead a discussion
- Facilitative style
- Enthusiastic
- Comfortable speaking in front of groups
- Manages time well
- Optimistic
- Responsive
- Strong work ethic
- Good sense of humor
- Asks tough questions with respect

Fundraising: Among other responsibilities, board members play a key role in raising funds for our organization. It is an expectation of board service that you will introduce people in your sphere of influence to our work and invite them to know and do more – as prospective volunteers, board members, staff and as donors. Our organization commits to providing you with the information and tools necessary for you to stand as a vocal and visible ambassador for our work.

Time: Board service is a true commitment of time and energy. We estimate that board service could be a commitment of **2 to 3 hours each month**. In addition, we ask for attendance at special events and especially at our annual fundraiser, NAMI Walk.

Do you have any concerns or potential conflicts that may serve as impediments to this tie commitment? If so, how will you manage the demands on your time?

Other: Who recommended you for board service?

Have you ever been convicted, plead guilty or plead no contest to a crime? (If yes, please explain)?

Please identify at least two references we can speak with:

Name	Relationship	Best Contact Phone or Email

Resume: Please attach your most recent resume and/or professional bio.

Date completed

Signature



BOARD OF DIRECTORS COMMITTEES

Name: _____ Phone: _____

E-Mail: _____ Cell: _____

Address: _____ City _____ State: PA Zip: _____

_____ **I would like to serve on the Board of Directors.**

_____ **I am a member of NAMI Blair County PA. [Standardized membership is \$40 annually. Families are also invited to become members (\$60 for a family of 4).**

__ **Executive Board** -- Comprising Board Officers and active Past Presidents to coordinate, legal issues, by-laws review, strategic plan development and implementation with Board members, Executive Director supervision/direction, Grant Review and Approval, corporate resolutions. – **Chair is Board President**

__ **Nominating Committee** – is a Standing Committee appointed by the President for one (1) year and is responsible for: identifying and developing candidates for the Board of Directors; obtaining from nominees, prior to being placed on the slate, consent to their nomination and agreement to serve if elected; preparing the submission of the slate to the membership; and conducting the elections for the Board of Directors and Officers. The Nominating Committee shall consist of no less than three (3) members of the Board of Directors, of which one (1) is the Committee Chairperson. – **Chair is President**

__ **Budget / Finance-** Budget development/review, investment review, fiscal issues. – **Chair is Treasurer**

__ **Fund-Raising-- All Board Members are required to participate in fundraising.**

__ **Social Events** – Help plan and implement special events, e.g. NAMI Walk, Mental Health Awareness Month (May); Mental Health Awareness Week (October); Suicide Prevention Month (September)



__ **Advocacy** -- Legislation review, legislative issues, information to members, interactions with legislators, liaison with Providers, the legal system, law enforcement, various collaborative groups, etc.

__ **Outreach** – Coordinate NAMI outreach efforts such as, Health Fairs, Community displays, Speakers Bureau, attendance at provider dinners/events/ceremonies.

__ **Public Relations / Media** – Write/coordinate, press releases, media notifications, public service announcements, letters to the editor, etc.

__ **Membership** – Monitor membership issues, develop, and implement a plan to increase memberships, maintain accurate lists, ensure State and National requirements are followed.

__ **Awards** -- Annual awards (such as leadership/achievement, advocate of the year), awards to community groups/networks, state and national award nominations. – **Chair is Past President**

Signature

Date

Print Name

Bylaws: Article VI-Duties/Responsibilities; Section 6-B: Serve on various Committees and serve as the Chair of at least one committee. Committee Chairs or Members do not have to be members of the Board of Directors.

File: Board/Board Candidates



Blair County PA

BOARD OF DIRECTORS – CODE OF ETHICS

As a member of the Board of Directors of NAMI Blair County PA, Inc., a Pennsylvania not-for-profit corporation, I understand and agree to abide by the following **Code of Ethics**:

As a member of the Board, I will:

- Listen carefully to other Board Members.
- Respect the opinion(s) of other members.
- Respect and support the majority decisions of the Board.
- Recognize that all authority is vested in the full Board when it meets in session.
- Keep well informed of developments relevant to issues that may come before the Board.
- Attend and participate actively in Board meetings and events.
- Bring to the attention of the Board any issues that I believe will have an adverse effect on NAMI Blair County PA, Inc., and those we serve.
- Attempt to interpret the needs of those we serve to NAMI Blair County PA, Inc. and to interpret the actions of NAMI Blair County PA, Inc. to those we serve.
- Refer complaints to the proper level in the Chain of Command.
- Represent all those whom NAMI Blair County PA, Inc., serves and not a particular geographic area or interest group.
- Do my best to ensure that NAMI Blair County PA, Inc. is well maintained, financially secure; growing and always operating in the best interest of those we serve.
- Always work to learn how to do my job better.

As a member of the Board, I will **not:**

- Criticize fellow Board members and/or staff or their opinions, in or out of the Board room.
- Use NAMI Blair County PA, Inc., for my personal advantage or that of my friends and/or family.
- Discuss the confidential proceedings of the Board outside the Board room.
- Promise how I will vote on any issue before a meeting.

In addition to the above general Code of Ethics, and in accordance with the By-Laws of NAMI Blair County PA, Inc., I will avoid a Conflict of Interest:

- Abstain from voting on issues related to matters of an organization in which I or my family have any personal interest.

(Date)

(Signature)



APPLICATION FOR BOARD OF DIRECTOR SERVICE Additional Questions

Why are you interested in serving on the NAMI Blair County PA Board of Directors?

The NAMI Blair County PA Board of Directors thrives on teamwork, compassion, and readiness to help others. Do you have the ability to work as a team member; always demonstrating a positive attitude and willing to face challenges with optimism? Please Explain.

What is your past or current involvement with volunteer organizations? Please summarize your experiences.

If you are not already a NAMI member, would you be willing to become one? Yes No (please circle)

Is there any additional information that you would like the Board to consider in reviewing your application for Board membership? (You may continue on additional paper if needed)



FREQUENTLY ASKED QUESTIONS FOR SERVING ON THE BOARD OF DIRECTORS

1. What is NAMI?

NAMI, the National Alliance on Mental Illness, is the nation's largest grassroots mental health organization dedicated to building better lives for the millions of Americans affected by mental illness. NAMI Blair County PA is an affiliate of NAMI Keystone and NAMI, Inc. NAMI embraces people living with mental health conditions and their families who are often isolated. NAMI Blair County PA and dedicated volunteer members and leaders advocate for access to services, treatment, support and research, and is steadfast in its commitment to raising awareness and building a community of hope for all of those in need. We are proud that all monies raised locally continue to be used solely to benefit our Blair County neighbors and surrounding communities.

2. What is the term of office?

Board Members serve a Three-year term with an opportunity to serve 2 more consecutive three-year terms.

3. Do Board Members have to be a member of NAMI?

Yes, all Board Members must be members in good standing with NAMI Blair County PA. Standardized Membership Dues are \$40 per individual annually (There is a low-income option available). Your family members are also encouraged to join.

4. What are the main responsibilities for serving on the Board:

TIME, TALENT, TREASURE

a. Time:

Board Members are required to attend monthly Board Meetings, Committee Meetings, Education Meetings and NAMI sponsored events. Each Board Member will serve as Chair for at least one or more of the Committees. All Board Members serve on the Fundraising Committee.

- Board Meetings are held monthly on the 2nd Monday at 4:30 pm.
- Committee Meetings are held as needed; often meet prior to other meetings.
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b. Talent:

Board Members use their knowledge and expertise to assist in the operation of NAMI's mission. Board Members may be requested to be a part of the NAMI Speakers Bureau. Opportunities exist to volunteer to teach Family-to-Family or Peer-to-Peer or facilitate NAMI Family Support Groups and/or NAMI Connection (Peer) Support Groups and other NAMI programs, e.g. Ending the Silence. Board Members may be asked to advocate for legislation and funding as part of their advocacy role. Your talent is also valuable for Committee work and special projects.

Board members will be a part of our local community. The board will be made up of both professional experience and those who have lived experience with mental health.

c. Treasure:

Board Members are required to assist in obtaining funding to help support NAMI through organizations, businesses, friends, colleagues, foundations, and/or their own personal funds. Board members are occasionally asked to contribute to NAMI organized events with financial sponsorship.

For more information, please visit our website: office.blairnami@gmail.com

***Please refer to the NAMI Blair County PA
By-Laws for more information***