



Greetings from United Way,

Thank you for your interest in the Board Bank. The Board Bank Program actively recruits and trains community professionals to become valuable board members and assists in matching those individuals with board and committee needs at local agencies.

The Board Bank has many benefits:

- Agency visibility to interested, knowledgeable and diverse board candidates
- Reduced time and resources spent on recruiting qualified board members
- Improved board and agency efficiency in filling leadership needs
- Helps to create a healthier, more connected community by engaging community volunteers with the nonprofit sector

How the Board Bank works:

- Agencies and candidates submit their application forms and supporting materials
- Agencies receive an informational phone call or email from United Way to outline their responsibilities as Board Bank agency members.
- Candidates complete a training on the roles and responsibilities of being a board member.
- Candidates review and select agencies in the Board Bank in which they are interested.
- Agencies and candidates meet to discuss board needs and expectations.
- A match is made or the process is repeated.

While United Way does not guarantee that a match will be made using this service, we believe that your organization will find membership in the Board Bank a valuable investment towards the health and growth of your board. We invite you to join the Board Bank by submitting the enclosed application at no cost. Your membership will be reviewed and renewed on an annual basis.

Please call or email if you have any questions or would like to discuss the Board Bank further. We look forward to providing this service to your organization.

Sincerely,

Meghan King
United Way of Larimer County
Corporate Volunteer Engagement Manager
(970) 407-7064
mking@uwaylc.org
www.uwaylc.org/Serve-on-a-Board-or-Committee

**Board Bank
Agency Application**



Agency Name _____

Address _____ P.O. Box _____

City: _____ State: _____ Zip Code: _____

Office Phone: _____ Fax: _____

Website: _____

Executive Director: _____ Since: ____/____/____

ED Phone: _____ ED Email: _____

Contact Name & Title: (if other than above): _____

Phone: _____ Email: _____

When was the agency incorporated? ____/____/____

Describe the agency in terms of its development:

- Start Up Growing Established Institutionalized Crisis

Current Annual Budget: _____

Number of Paid Staff: _____ Number of Volunteers: _____

Charitable Interests Served: (Please Choose Two)

- Animals/Horticulture Arts and Culture Business and Finance
 Children and Youth Community Center Education Environment
 Government Health Hunger and Homeless Individuals with Disabilities
 International Seniors Women and Family Other _____

Current Board Information:

Size of Board: _____ Length of Meetings: _____

How often does your Board meet? _____

Location of Meetings: _____

At what time of the day does your Board usually meet?

- Early AM Lunch Afternoon Evening Other

How many hours is a Board member expected to contribute monthly? _____

Length of Term: _____ Number of Terms Permitted: _____

Financial Commitment Required (Please Specify): _____

Is Insurance provided for Board members? ___ Yes ___ No

How do you familiarize new Board members with your organization's goals/policies, etc?

Describe the diversity of your current Board:

Board Needs

Position(s) to be filled: Board Member Committee Member Advisory Council

How many of the above are you currently seeking? _____

What type of skills are you most looking for from potential Board members?

Accounting Admin/Management Banking Community Organizing

Entrepreneurship Event Planning Facilitation Finance Fundraising

Government Human Resources Human Services Insurance Law

Marketing/Advertising Media Medical/Health Public Relations

Public Speaking Real Estate Strategic Planning Technology

Other: _____

Date Board Nominations are due _____

Does this position require serving on a committee? _____

If yes, please provide name of committee and expected time requirements.

Are there any other responsibilities and tasks that this position requires?

Are there any other skills or qualifications that candidates for this position should possess?

Is there anything you would like to add?

Please attach the following materials:

- List of current board members and their affiliations
- Organization Mission Statement, History, Services and Programs
- IRS Determination Letter
- By-laws
- Annual report
- Most recent Audited Financial Report
- Description of committee structure
- Current agency brochures and other informational materials

Please return all information to Meghan King by email at mking@uwaylc.org, by fax at (970) 407-7011, or by mail:

**United Way of Larimer County
Meghan King
424 Pine St, Suite 102
Fort Collins, CO 80524**

It is agreed upon that membership in the Board Bank does not guarantee new Board members or that any candidate will show interest in your agency. It is also agreed upon that candidate information must be respected for privacy and confidentiality. Misuse of information for solicitation or overtly pressuring candidates may result in Board Bank expulsion.

Signature _____ Date _____

If you have any questions or would like to discuss your application, please contact Meghan King at (970) 407-7064 or mking@uwaylc.org.

