



Job Description

Position: Member – Wild Iris Board of Directors

Job Summary: Serves the Board of Directors as a voting member, assisting in the development of and then approving policies, procedures, and regulations to govern the operations of the Agency, monitoring the finances, programs, and performance of the Agency.

Job Relationships: Works under the supervision and is responsible to the Board Chairperson. Works in close relationship with other Board Members, the Executive Director, staff and volunteers, and others as required, maintaining good working relationships.

Essential Job Responsibilities:

- ❖ Serve the Board as a voting member.
- ❖ Regularly attend meetings.
- ❖ Participate and show commitment to Board activities.
- ❖ Be well informed and prepared for meetings.
- ❖ Listen respectfully to other viewpoints.
- ❖ Be educated about the needs of the people the agency serves.
- ❖ Establish policy.
- ❖ Assist in the development of and then approve policies, procedures and regulations to govern operations.
- ❖ Maintain, update and monitor strategic plans.
- ❖ Monitor the finances, programs and performance of the organization.
- ❖ Hire, fire (if necessary), supervise and annually evaluate the Executive Director.
- ❖ Represent the agency to the public, business and the community.
- ❖ Assume leadership roles in all board activities, including fundraising.
- ❖ Advocate for the agency and contribute skills, knowledge, and experience, when appropriate.
- ❖ Secure adequate funds for the agency.

Qualifications: Board members must meet the following minimum qualifications:

- Be a current resident of either Inyo or Mono County, California.
- Demonstrate an active understanding of, and interest in, the activities of Wild Iris.
- Be available for regular participation in Board meetings (generally monthly), as well as other Board activities such as fundraising and community education.

Job Description: Member – Board of Directors

Board members will specifically be recruited whenever possible from the following populations in order to fully represent the diversity of our communities:

- Hispanic
- Native American
- Senior citizen
- Outlying geographic areas
- Any other special or minority population

By signature I acknowledge that:

- I have read this job description and I accept the responsibilities and authorities of this position;
- I realize that there will be meeting and activities which I may be required to attend;
- This job descriptions may be revised with my knowledge, as necessary, and I will receive any revised copies;
- I have received a copy of this job description.

Print name: _____

Date: _____

Signature: _____

Date: _____

Approved:

(760) 873-6601
FAX (760) 873-8104
Post Office Box 697
Bishop, CA 93515

(760) 934-2491
FAX (760) 934-1568
Post Office Box 2858
Mammoth Lakes, CA 93546

Application for Appointment to the Board

This form is designed to assist the Board in selecting new members who will best represent the community in the governing activities of Wild Iris Women's Services of Bishop, Inc. Please complete all sections and return it to Wild Iris – Attention: Board Application. Please refer to the Board Recruitment Policy, Board Member Job Description, and Board Member Statement of Understanding for more information about this process and being a member of the Wild Iris Board of Directors.

(Please Print or Type)

PERSONAL DATA:

Last Name	First Name	Middle Name
Street Address	City	State Zip Code
Mailing Address (if different from above)	City	State Zip Code
Social Security Number	Home Phone	Office / Message Phone
Driver's License Number	FAX	E-mail

Do you have a current Driver's License issued at least two years ago? Yes No State: _____

Do you have current automobile insurance? Yes No

Have you ever been convicted of a crime other than traffic infractions? Yes No

If "Yes," please explain: _____

(Note: Convictions are not an automatic bar to membership. Each case will be considered on its own merits.)

Do you have any physical condition or handicap that may limit your ability to perform the essential duties or physical requirements of the job for which you are applying? Yes No

If "Yes," what can be done to accommodate your limitation? _____

LICENSE/CERTIFICATION INFORMATION (use attachment if necessary):

Are you currently licensed? Yes <input type="checkbox"/> No <input type="checkbox"/> State: _____	If not licensed in CA, have you applied? Yes <input type="checkbox"/> No <input type="checkbox"/>
Type of license you currently hold: _____	Registration #: _____ Exp Date: _____
Comments: _____	
Where did you complete counselor training: _____	None <input type="checkbox"/> Wild Iris <input type="checkbox"/> Other <input type="checkbox"/> Name: _____
What type of counseling certificate did you obtain: _____	Domestic Violence Date Certified: _____
	Sexual Assault Date Certified: _____

EDUCATION (use attachment if necessary):

	Name	Location (City & State)	Academic Major	Graduated			Degree Earned
				Yes	No	GED	
High School							
College, University or Technical School							

SPECIAL SKILLS AND TRAINING (specify number of year's experience in each of the following; use attachment if necessary):

Skill	Years	Skill	Years	Skill	Years	Skill	Years
Bilingual: _____ language		Management		Accounting		Technology	
Planning		Marketing		Investment		Community Relations	
Knowledge of service		Volunteer for agency		Fundraising		Public presentations/education	

Please explain further or list your additional competencies that are relevant:

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COMMUNITY ACTIVITIES OR MEMBERSHIPS; VOLUNTEER EXPERIENCE (*use attachment if necessary*):

Dates	Average Hours Per Month	Organization	Duties

INVOLVEMENT WITH WILD IRIS (*trainings, workshops, etc.; use attachment if necessary*):

Dates	Description

EMPLOYMENT HISTORY (*state your most recent employment first and all employment relevant to the position for which you are applying, using an attachment in the same format if necessary*):

Name and Address of Employer	Description of Duties	Started (Mo/Yr):	Ended (Mo/Yr):
		Title:	
		May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Telephone Number of Employer			
Supervisor's Name / Telephone Number			
Name and Address of Employer	Description of Duties	Started (Mo/Yr):	Ended (Mo/Yr):
		Title:	
		May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Telephone Number of Employer			
Supervisor's Name / Telephone Number			

REFERENCES (*use attachment if desired*):

	Name and Address	Title/Relationship	Telephone Number
1.			
2.			
3.			

ADDITIONAL QUESTIONS AND RESUME (*please answer the following questions on a separate attached sheet of paper, if needed; also, please attach a brief resume that describes your professional history as well as volunteer activities that you have engaged in during your lifetime*):

- Why do you want to become a member of the Board of Wild Iris?
- What skills, talents, or other qualities do you believe that you can contribute to the Wild Iris Board?

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3. Is there a particular segment of the population in Inyo or Mono County that you believe you represent (such as Hispanic, Native American, an under-served geographical area or socio-economic group)?

I hereby certify I have been informed of the duties of the position I am applying for and that all information on this application is correct and complete to the best of my knowledge. I authorize Wild Iris to verify my past employment, education and activities, and release from all liability all persons, companies, and entities supplying such information. I agree to indemnify Wild Iris Women's Services of Bishop, Inc. against any liability that may result from making such an investigation. I understand that nothing contained in this application or in the granting of an interview is intended to create a contract of any kind. No promises have been made to me at this time.

If offered an appointment, I understand and agree to successfully completing a background check from my previous residences for the past 7 years, conduct an FBI fingerprint check which includes the national and state criminal background check, national and state sex offender registry, child abuse registry check, social security verification and local criminal background check. I also understand that a motor vehicle record search will be made.

Further, I understand that falsification or omission of any material information on this application may be considered sufficient cause for immediate termination. I agree that, if appointed, I will abide by and observe all policies, procedures, rules, and regulations established by Wild Iris.

Signature of Applicant: _____ Date _____



Wild Iris Family Counseling & Crisis Center

Board Recruitment Policy

The Wild Iris Board is a volunteer body that consists of community members who reside in Inyo or Mono Counties, California. The Wild Iris Board shall have not fewer than five (5) and not more than thirteen (13) Directors and collectively they shall be known as the Board of Directors, also referred to as the Board. Directors shall be selected from interested members of the community. Members are recruited for and admitted to the Board under the following policies and procedures:

I. Recruitment Procedure

Current Board members may recruit new members to the Board in any of the following ways:

- Personal invitation
- Notices posted in Wild Iris publications
- Notices of Board vacancies posted in the local media

II. Qualifications

Prospective Board members must meet the following minimum qualifications:

- Be a current resident of either Inyo or Mono County, California
- Demonstrate an active understanding of, and interest in, the activities of Wild Iris
- Be available for regular participation in Board meetings (generally monthly), as well as other Board activities such as fundraising and community education

Board members will specifically be recruited whenever possible from the following populations in order to fully represent the diversity of our communities:

- Hispanic
- Native American
- Senior citizen
- Outlying geographic areas
- Any other special or minority population

III. Application/Selection/Notification Procedure

Interested parties may apply for membership to the Board by requesting and filling out a Board Application form (Application for Appointment to the Board). This form, including all attachments, will be circulated to all current Board members for consideration at the next Board meeting after it is received. The Board will decide by vote whether or not to invite the applicant to attend the next three (3) Board meetings.

A prospective Board member must attend three (3) Board meetings or a combination of at least one Board meeting and two committee meetings, preferably consecutive ones. Following the third meeting, the applicant is eligible for consideration for admission to the Board. During the agenda period of the third meeting, the Board will informally interview the applicant. Following the interview, the Board will convene in closed session to determine if the applicant is to be admitted to the Board. Decision of the Board shall be communicated to the applicant within twenty-four (24) hours following the close of the meeting.



Wild Iris Family Counseling & Crisis Center

Board Recruitment Policy

IV. Screening Policy

All prospective Board members will be required to authorize the program to perform a check of national, state and local criminal, social security number verifications, motor vehicle and child abuse registry and national and state sex offender registry records.

Any applicant who does not agree to the application requirements above will be rejected for further consideration for Board membership.

Prior to accepting any Board member, Wild Iris will:

- Conduct background checks from previous residences for the past 7 years
- Conduct an FBI Fingerprint check which includes the national and state criminal background check, national and state sex offender registry, social security verification and local criminal background check
- Conduct a motor vehicle record search, state criminal background check and a child abuse registry check
- Conduct a complete re-check on all background checks every 4 years for those agencies that we do not contract with for subsequent notifications.



Board Member Statement of Understanding

As a Board member of the Wild Iris Board of Directors, I understand the powers of the Board, my duties as a board member, and my personal commitment as follows:

Powers

Subject to the provisions of the California Nonprofit Public Benefit Corporation law and any limitations in the Articles of Incorporation and By-laws relating to action required or permitted to be taken or approved by the members, if any, of this corporation, the activities and affairs of this corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board.

Duties

It shall be the duty of Directors:

- To serve the Board as a voting member – regularly attend meetings, participate and show commitment to board activities; be well-informed and prepared for meetings; listen respectfully to other viewpoints; be educated about the needs of the people the agency serves.
- To establish policy – assist in the development of and then approve policies, procedures and regulations to govern the operations of Wild Iris; maintain, update and monitor strategic plans.
- To monitor the finances, programs and performance of the organization – hire, fire (if necessary), supervise and annually evaluate the Executive Director.
- To represent the agency to the public, businesses and the community – assume leadership roles in all board activities, including fundraising; advocate for the agency and contribute skills, knowledge, and experience, when appropriate; and secure adequate funds.

Personal Commitment

As a board member, I am committed to:

1. **Serving the needs of people.** Our agency exists to serve people. Our success is measured in the quality of service we deliver to them. All our energies should be focused on fulfilling the needs of the people we serve.
2. **Providing for the financial stability of the agency.** A board member helps assure the financial integrity of the organization by approving an annual budget, monitoring finances, and if possible, making an annual personal gift to the agency.



3. **Providing resources and expertise to the agency.** Board members are asked to serve nonprofit organizations because of their talents, special skills and interests. Board members can personally provide a great deal of assistance by volunteering their talents and skills, or providing links and encouragement to individuals who can.
4. **Giving of my time and energy.** In a fast-paced, driven world, time is a precious commodity. Your gift of time is extremely valuable and is appreciated. When you give your time, you are investing in the people we serve. The time you give for board meetings, committee meetings and special events is critical to our agency.
5. **Knowing my job description.** As with any position, knowing what you are expected to do and how it relates to others you are working with is very important. It takes a special commitment to know the role and responsibilities of a nonprofit board member. When you don't understand your job, it can cause friction among board members, friction with your executive director, and poor staff relations. These can severely damage the nonprofit.

Additional responsibilities

I also understand that I have additional responsibilities including:

- I am fiscally responsible, along with other Board members, for this agency. It is my duty to know what our budget is and to be active in planning that budget as well as planning the fundraising to meet that budget.
- I can be held personally liable for civil damages as a result of my management or operation of Wild Iris Women's Services of Bishop, Inc. if my acts or omissions involve intentional misconduct, fraud, or knowing violation of law.
- I am responsible for the health and well being of this organization. As a member of the Board, I accept, support, and have pledged myself to carry out the mission of Wild Iris.
- I will actively engage in fundraising events for this organization, in whatever ways are best suited to me. These may include doing special events, writing mail appeals, and the like.
- I will make a good-faith effort to attend Board meetings regularly and be available for phone consultation if necessary. I understand that commitment to the Board could involve a good deal of time and may require that I volunteer hours to the agency beyond those specified for regular Board meetings.
- I agree to attend as many Wild Iris events and activities in the community as possible, with the understanding that my support of this agency may include public appearances on behalf of Wild Iris.



- I will keep my Board Handbook current and read and refer to it for the effective operation of the agency
- I understand that no quotas have been set and that no rigid standards of measurement and achievement have been formed. Every Board member is making a statement of faith about every other board member. We are trusting each other to carry out the above agreements to the best of our ability, each in our own way, with knowledge, approval, and support of all. I know that if I fail to act in good faith, I must resign, or someone from the Board may ask me to resign.
- I understand that as a member of this Board, I may be asked to assume a position of executive responsibility for the Board. I will accept nominations for Board office and will carry out the duties of the position to the best of my ability.

What I can expect from Wild Iris

Wild Iris is responsible to me in a number of ways:

1. I will be given, without request, monthly-unaudited financial reports of the agency, as well as the agency’s annual audited financial report, which will allow me to meet the prudent person section of the law.
2. I can call on the Wild Iris paid staff to discuss program, policy, goals, and objectives.
3. Board members and staff will respond in a straight-forward and thorough fashion to any questions I have which I feel are necessary to carry out my fiscal, legal, or any other responsibilities to this organization.

Signed: _____ **Date:** _____

Print Full Name: _____

Agency Information Sheet

Wild Iris Family Counseling & Crisis Center (Wild Iris), a 501(c)(3) California non-profit, public charity corporation, was established in 1981 and incorporated in 1984. Wild Iris operates an Emergency Shelter Program for victims of domestic violence and sexual assault, Youth Violence Prevention Programs, Court Appointed Special Advocates program and a Transitional Housing Program for survivors of domestic violence and sexual assault in the counties of Inyo and Mono, California. In the Eastern Sierra, there is a severe lack of supportive services that are taken for granted in more populated areas of the state. There is very limited low cost/free legal assistance for family law issues, very limited low cost/free family counseling, very limited prevention programs, a shortage of low cost housing and very limited public transportation.

Wild Iris operates the only 24-hour Crisis Hotline and the only Emergency and Transitional Shelter Programs between Ridgecrest, CA and Carson City, NV, a distance of 320 road miles. The agency maintains business centers in Bishop (Inyo County) and Mammoth Lakes (Mono County) as well as a satellite office in Lone Pine (Inyo County).

The counties of Inyo and Mono are located on the eastern edge of California, approximately midway between the northern and southern boundaries of the state. The two-county area is a long narrow triangle in which Mono County forms the northern apex and Inyo County the base. The eastern side of the triangle comprises about 300 miles of the California-Nevada border. This huge geographic area of about 13,200 square miles (8.3% of California), is larger than the individual states of New Hampshire, Vermont, Mississippi, Rhode Island, Connecticut, New Jersey, Delaware and Hawaii.

Although the total population is small (only 32,748 permanent residents), over 3 million visitors come to Inyo and Mono Counties each year. The area is one of great geographic diversity, with the lowest and highest elevations in the continental U.S. (Death Valley and Mount Whitney in Inyo County). Traveling north along Highway 395 requires traversing four mountain passes higher than 7,000 feet through Mono County to the northern border in Nevada. Roads are often impassable for periods of time each winter, and the entire area is isolated from a direct route to the western portion of the state for six months of the year. Summer temperatures in portions of Inyo County reach over 120 degrees, making travel very hazardous. Because of the extreme geographic isolation and the great distances of our service area, the U.S. Census Bureau has labeled Inyo and Mono Counties as "isolated rural." As such, it is difficult for Eastern Sierra residents to access adequate services to increase their safety and reduce the incidence and severity of their victimization from domestic violence, child abuse, sexual assault, and youth violence. Our counselors (bi-lingual counselors are available) travel regularly to the remote communities of our service areas to provide prevention and intervention services.



wild iris

FAMILY COUNSELING & CRISIS CENTER

www.wild-iris.org

Wild Iris Mission: Wild Iris, a community-based non-profit agency, is committed to promoting, providing and sustaining ongoing programs of education and prevention, crisis intervention, advocacy and support for those affected by domestic violence, child abuse, and sexual assault. Our vision is non-violent relationships based on dignity, respect, compassion, and equality



wild iris

FAMILY COUNSELING & CRISIS CENTER

www.wild-iris.org

About the Name “Wild Iris”

The name Wild Iris was chosen by the founding mothers because the wild iris is a beautiful flower native to the about 13,200 square mile area of Inyo and Mono counties. Its fragile appearance is deceptive – in the pastures where it flourishes, the flower is trampled, broken, uprooted, yet it still returns each spring, stronger than ever, blooming in over-used, abused, and damaged soil, thereby relaying a sense of hope to victims of domestic violence, child abuse, and sexual assault that they too can heal and grow.

Like the flower, Wild Iris’ clients, are injured. Yet, like the flower, our clients can find and draw on their own inner strength to be safe, healthy community members. The wild iris is a symbol of human spirit and resilience.

Other Documentation Needed from Board Members

It is agency policy to keep the following on file for all employees, volunteers, and Board members:

- Copy of Social Security Card
- Copy of Driver's License – need to keep copy of current license on file
- Proof of automobile insurance – need to keep copy of current proof on file
- MVR report (from DMV) – upon appointment and annually thereafter
- Live Scan Fingerprinting/Background Clearance – upon appointment