



## Nomination for Board of Directors (BOD) Profile

Note: A potential board member may nominate herself or may be nominated by another member (who must have the permission of the person being nominated). BOD members will serve a 3-year term.

Name & Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address & Phone # \_\_\_\_\_

Why would you like to serve on the BOD? \_\_\_\_\_  
\_\_\_\_\_

Do you have previous BOD experience? If so, when and with what organizations? \_\_\_\_\_  
\_\_\_\_\_

Have you served on other IMPACT 100 committees and if so when and which ones? \_\_\_\_\_  
\_\_\_\_\_

Please list civic involvement and civic leadership positions held in Okaloosa and Walton Counties.  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any talents, professional experience, etc., that you would be able to use on the BOD?  
\_\_\_\_\_  
\_\_\_\_\_

Below are our service areas. Please indicate the areas where you are most interested in serving by ordering them 1, 2, 3. Immediate needs are highlighted in yellow. (Explanation of areas on reverse)

Standing Committees:

Membership \_\_\_\_\_ **Communications** \_\_\_\_\_ **Finance** \_\_\_\_\_  
**Grants** \_\_\_\_\_ Annual Meeting \_\_\_\_\_ **Friends** \_\_\_\_\_

Other:

**Grant Liaison** \_\_\_\_\_ **Grant Review Chair** \_\_\_\_\_

**Member Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Nominated by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Nominee became IMPACT 100 Member in \_\_\_\_\_

**Thank you for volunteering to serve with IMPACT 100 of Northwest Florida!!!**

**Standing Committees:**

**Membership – Leads the membership process including scheduling (in conjunction with the Friends committee) and hosting membership recruiting events mainly from January 1 to April 30 of each year. Responsible for communications to thank new and renewing members for joining. Develops new ways of engaging members throughout the year. Plans and executes the Membership Number Announcement and Member Orientation Event. This is a very fulfilling committee in that the work done here determines how many grants we can provide.**

**Communications – Plans and executes a communications strategy and calendar using the IMPACT 100 NWF branding materials. Prepares and distributes information to our members and the community using email, Facebook, newspapers, magazine articles, photos, etc. Acts as liaison to the press. Very fun and rewarding.**

**Finance – Works with the Treasurer on membership tracking, cash receipts/disbursements, monthly financials, bank account reconciliation, recording in-kind donations, preparing budgets, Form 990 and State Reports. Works with Grant Review Committees to understand the financial aspects of grant applications as well as to tally grant review committee votes.**

**Grants – Leads the way in encouraging nonprofits to submit applications for our grants. Oversees the grant workshop, grant submission process, grant review process and award process. Responsible for the Grant Finalist Reveal Event.**

**Annual Meeting – Plans and directs the preparation, setup, and volunteers for this meeting, making this grand and exciting event come to fruition. This is where our annual activities culminate in the awarding of grant funds and is the most highly attended event of the year.**

**Friends – Identifies and solicits individuals (non-members) and organizations who want to help IMPACT 100 of NWF with goods and services or with a cash donation. Manages the thank you and acknowledgment process. A growing committee with lots of outreach opportunities.**

**Other:**

**Grant Liaison – Provides oversight of grant recipients. Primary contact with grant recipients after award of grant. Monitors, provides monthly updates to the Board of Directors and guidance as needed to grant recipient. Determines that invoices submitted to be paid are in accordance with the grant application before submitting for payment.**

**Grant Review Committee Chair – Great opportunity to be a part of the nonprofit review and selection of finalists to present to the annual meeting. Leads a grant review committee that will review submissions, conduct site visits and select finalists for membership review, selection and announcement at annual meeting.**

***To submit form, please scan and email to [nominationforboard@impactnwf.org](mailto:nominationforboard@impactnwf.org) by August 31, 2017.***



## **MISSION STATEMENT**

The mission of IMPACT 100 of Northwest Florida is to financially support nonprofit organizations by empowering women as philanthropists and leaders, by bridging the geographic areas of our region, and by leveraging the talents of women to be a positive force for good in our communities.

## **BOARD RESPONSIBILITIES**

1. Provide leadership within the board and as leadership on standing committees as chair or co-chair; on grant review committees as chair, or as grant liaisons with grant recipients.
2. Help the organization achieve its mission statement by leading committees and/or assisting committees that: (a) recruit new members and seek to retain existing members, (b) seek to increase the number of nonprofits applying for grants and related matters, (c) seek the provision of goods/services needed to fulfill our mission and (d) help ensure the membership is engaged at grant award selection time to attend the annual meeting or vote by absentee ballot.
3. Serve as an advocate for IMPACT 100 NWF – represent the organization in the community.
4. Identify, cultivate and involve women in our community to become members of IMPACT 100 NWF.
5. Participate in board orientation to ensure organizational knowledge.
6. Be knowledgeable of board responsibilities as set forth in the by-laws and operating procedures.
7. Attend monthly board meetings and provide reports that relate to areas of responsibility prior to the meetings.

## **COMPOSITION AND TERM OF OFFICE**

The Board of Directors consists of up to twenty-one (21) voting members. We are currently at 19. Officers are the President, Vice-President/President-Elect, Treasurer and Secretary. A founding member of IMPACT 100 NWF should be on the board, if at all possible. The immediate past president remains a member of the board for one year after her term ends. Board terms are for three years with a one-year break before returning to the board. At the board's discretion terms may be extended.

## **NOMINATING PROCESS/ELECTIONS**

A nominating committee for board members, consisting of at least two board members and one non-board member is appointed by the board in July of each year. The nominating committee determines the needs of the board based on the positions that need to be filled as members complete their terms. The nominating committee accepts nominations from the board and the general membership. In September the nominating committee submits the candidates to the board for approval.

The President, Vice-President/President-Elect and the Founding Board Member comprise the nominating committee for Officers. Officer nominations are received after the board is established at the September board meeting. This nominating committee receives nominations for the board positions and presents candidates to the entire board for approval at the October meeting.

## **COMMITTEES**

The six standing committees are: Membership, Grants, Annual Meeting, Friends, Finance and Communications. There are five grant chair review committees.