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[www.thrivepeninsula.org](http://www.thrivepeninsula.org)

Dear Potential Board Member,

Thank you for your interest in serving on our board of directors to help further the mission of THRIVE Peninsula. We are a growing non-profit that aims to help people through their financial crisis and provide stable footing for the future.

THRIVE has a maximum of 13 board members who can serve up to three 2-year terms. We ask all our board members to adhere to our Roles & Responsibilities Worksheet, included in this packet.

To apply to serve on the board, submit the included board application, which will be passed along to our nominating committee. Our nominating committee will schedule a Zoom or in-person interview to learn more about you. Then the nominating committee will make their recommendation to our board of directors for their approval.

If you have any questions, please feel free to contact me.

A handwritten signature in black ink, appearing to read "Angela York", written in a cursive style.

Angela York  
Executive Director  
757-877-6211x3

## **ROLES AND RESPONSIBILITIES OF BOARD MEMBERS**

**Congratulations!** Welcome to the Board of Directors of THRIVE Peninsula. Whether you are a veteran Board member or new to our Board, you have taken on a very important job. What you do as a Board member will have an enormous impact on the mission we serve for many years to come.

Your responsibilities as a Board member are:

- 1. Understand and promote the mission and services of THRIVE.**
- 2. Meet the needs of the people we serve.** The only reason we exist as a nonprofit organization is to serve our community. So, every decision we make as Board members should be...“how does this serve our mission better?”
- 3. Set policies that guide our organization.** The primary responsibility of the Board is to set policies for our organization. A policy is defined as a particular course of action planned by the Board to guide and determine present and future decisions. This will ensure that THRIVE is run effectively, legally and ethically. These policies will act as the foundation for the Executive Director – who is responsible for implementing the policies and managing the organization in accordance with them.
- 4. Write a plan outlining the long-range strategic goals for the growth and development of THRIVE.** Board members will be aware of the needs in the community and determine the numbers and types of programs and services that THRIVE can provide to meet these needs.
- 5. Ensure that THRIVE has adequate financial resources and that they are used responsibly.** As a Board member, you will be an integral part of the fund development activities necessary to insure that all THRIVE programs and services have adequate funding to meet all mission goals.

6. **Participate as a donor, giving an appropriate (for them) financial donation every year.** All THRIVE Board members are asked to make a financial contribution and to help to raise the funds for the organization
7. **Volunteer or shadow a volunteer on site at THRIVE at least once per year in a position that directly works with clients.**
8. **Network with friends and business associates to educate them about THRIVE and invite them to fundraising events.**
9. **Attend an annual Board Member retreat.**
10. **To the extent possible, support other community organizations which are providing support for THRIVE.**
11. **Participate actively at Board meetings and be a part of at least one committee.** As a member of the Board, you are expected to attend meetings in accordance with the Bylaws of the organization.

In signing this document, I understand that no quotas are being set, and that no rigid standards of measurement and achievement are being formed. Every Board member is making a statement of faith with every other Board member. We trust each other to carry out the above Roles and Responsibilities agreement to the best of our ability.



# THRIVE PENINSULA

Thank you for your interest in joining THRIVE Peninsula's Board of Directors! In an effort to learn more about you, we ask that you please complete this questionnaire and return it to [executivedirector@thrivepeninsula.org](mailto:executivedirector@thrivepeninsula.org) or 13195 Warwick Blvd, Unit 2C, Newport News, VA 23602. You may answer any question(s) using an attachment, if needed.

Name: \_\_\_\_\_ Employer \_\_\_\_\_  
Email: \_\_\_\_\_ Job Title \_\_\_\_\_  
Phone: \_\_\_\_\_

1. Why are you interested in joining THRIVE Peninsula's Board of Directors?
2. What specific talents, skills, expertise, and experience do you believe you can share with the organization?
3. Tell us about your experience in volunteerism or community involvement.
4. After reviewing THRIVE' Board Roles and Responsibilities, are you fully comfortable adhering to those guidelines to the best of your ability? (Circle One)    YES    NO (please explain)
5. If you have a resume, or bio, please include it with this questionnaire. If you do not have one, please list your brief work history and other relevant experience.