

Board Member Application Form

Full Name _____

Mailing Address _____

Telephone _____ Email address _____

In lieu of answering the next two questions, please feel free to attach a resume.

Professional/Business/Volunteer affiliations _____

Membership on other boards and committees? _____

The IJS Board involves active participation by board members on standing committees. Please indicate which committees you would be interested in potentially serving on:

- Finance – Assist Treasurer with financial planning and reporting of IJS financials.
- Hiddush/Grant Fund – Review grant requests and make recommendations to the Board.
- PJFF – Write grants, solicit sponsors, and promote the Portland Jewish Film Festival.
- Education – Plan, promote new Jewish educational offerings; seek grants.
- Membership – Help recruit new IJS members and plan/organize the Annual Dinner.
- Film – Plan, promote non-PJFF Jewish film offerings; apply for grants.
- Program/Planning – Help plan, promote other non-film Jewish events.
- Technology – Assist in website development or use of social media.
- WIQ – Plan, organize, and promote the annual Weekend in Quest event.

Please note which skills you would bring to your selected committees and to IJS.

- Finance/accounting
- Non-profit experience
- Community service
- Policy development
- Program development
- Computer/web design
- Communications/marketing/social media
- Education/instruction
- Special events
- Grant review/writing
- Outreach
- Other _____
- Other _____

How do you feel the Institute for Judaic Studies would benefit from your involvement on the Board? Talk about your skills, background, availability, and interest in serving on the Board.

Thank you for your interest in serving on the Board of Directors of the Institute for Judaic Studies.

Signature of applicant _____ Date _____

Please send the completed application, with any accompanying material (resume, brief biographical letter) to Sylvia Frankel, Executive Director, Institute for Judaic Studies at 2900 SW Peaceful Lane, Portland, OR 97239. Alternatively, send by email to frankel@lclark.edu.

Please also read the following set of mutual expectations for IJS Board Members and the “For Your Reflection” page.

Thank you for

Considering service on the Institute for Judaic Studies (IJS) Board of Directors

The Mission of the Institute for Judaic Studies is to encourage people throughout the community to join together to learn about Jewish history, culture and life.

As you consider this opportunity, please familiarize yourself with this list of expectations:

A Board Member is expected to:

1. Interpret the Institute's work and values to the community, and promote the organization.
2. Attend at least 75% of board meetings (currently held on the second Monday of each month, 3:30-4:30, at Congregation Neveh Shalom), committee meetings, and IJS original or co-sponsored events.
3. Join IJS at the basic member level or above and actively participate in one or more standing committees.
4. Act in the best interest of IJS, and excuse oneself from discussions and votes where there is a conflict of interest.
5. Take seriously the major legal responsibilities of serving on a board, including and especially the fiduciary role.
6. Stay informed about what's going on in the organization, ask questions and request information, and participate in and take responsibility for making decisions on issues, policies, and other board matters.
7. Work in good faith with staff and other board members as partners towards achievement of IJS goals.

The Institute for Judaic Studies is expected to:

1. Provide orientation to the board by the Executive Director and a current member of the Board.
2. Send, without request, monthly financial reports and an update of organizational activities that will allow a board member to act as a "prudent person" with regard to the legal responsibilities.
3. Offer board members opportunities to discuss with the Executive Director and Board President IJS' programs, goals, activities, status, and any failure of IJS to fulfill its commitments to the board. Any board members may request such opportunities.
4. Respond in a straightforward fashion to questions from board members considered necessary to carry out the fiscal, legal, and moral responsibilities of a board member.

For Your Reflection

As you consider joining the board, here are some questions to consider:

Is IJS the right organization for me?

When considering joining a board, first ask yourself whether you truly feel strongly about the type of work the organization does and the people it serves.

Can I work with this agency and this board at this particular stage in its life?

Does the diversity on the board represent the stakeholders in the Jewish community? You may want a board that really lets you roll up your sleeves and get to work with the other board members, or you may want a board that lets you learn about board work in a deliberate way.

What can I, and will I, contribute to this organization?

What skills, contacts, and perspectives do I have that will be useful to this organization? How, specifically, will the board use what I can bring? Often as board members, we find that some of our talents and contacts never seem to be utilized by the boards we're on. Consider first what you can bring to the table, and then, whether you are willing to give that to the organization. Look, too, for vehicles for your skills; if you can't see a specific vehicle your desire to continue may well go unfulfilled. Ask yourself:

***Do I believe in this organization enough to introduce my friends to it?** Can I make a commitment to attend at least 75% of the meetings? Am I willing to give up one or more afternoons a month? Am I willing to make a donation? Can I volunteer with other board members at other times than meeting dates? Would I feel comfortable having my name on their letterhead? The right time to ask these questions is before, not after you have joined the board.*

This final question is one that potential candidates should ask themselves and one that active members should periodically re-examine during their board service.

What do I want to get out of being on this board?

An all-too-common experience for board members at the end of their terms is a feeling that they didn't really get deeply involved and don't, as a result, feel that they either contributed as much or got as much as they had hoped when they first joined. Board members who plan and ask for what they want in the board will contribute more as well as gain more. If one of your reasons for joining the board was to meet new people, volunteer to help any way that makes sense.