



HIGHROOTS WELLNESS & CONSULTING

BOARD APPLICATION AND POSITION DESCRIPTION

Overview

The Highroots Wellness & Consulting Board governs the overall execution of the organization's mission. Principally, the Board manages organizational finances and sets long-term priorities for programs, including developing wellness and health equity initiatives. Additionally, the Board oversees the Executive Director, who is responsible for the day-to-day management of the organization. Overall, the members of the Board contribute the educational, management, legal, and financial skills needed to ensure long-term organizational stability and ensure year-to-year educational excellence for Highroots Wellness & Consulting's mission.

The Board of Directors has up to 9 members. Terms are for 3 years.

Board Member responsibilities include attendance of regular board meetings including teleconference meetings and active electronic conversations. In some years the Board may have additional meetings that can be conducted in-person or online. Board members also hold a fiduciary responsibility for the management of organizational capital and ensuring appropriate filings with federal, state, and local authorities consistent with the organization's status as a nonprofit organization. The attendance policy allows for removal if two or more meetings are missed without notice.

Declaration of Candidacy

Board positions require a commitment to time and energy that should not be underestimated. Candidates are urged to consider personal priorities for the next year and the ways to contribute to the organization's development.

Resources available to prospective members:

- Organizational Documents: Strategic Plan, Bylaws, FY Budget, Operating Principles, and others upon request
- Program Overview & Calendar of Events
- Email or call the Executive Director Jennaya Colóns with questions.

To apply:

- Submit the one-page Board Application (page 2 of this document) and your résumé to jennaya@highrootswellness.org. PLEASE WRITE "NEW BOARD MEMBER APPLICATION" in the subject line.
- Copies of the one-page application will be distributed to those selecting members and will aid in understanding how you would like to contribute to the organization's work.

Time Considerations

Meetings:

- Board Meetings- monthly to bi-monthly meetings
- Committee Work- not yet determined
- Annual Meeting
- Annual Fundraiser- December Brunch Season of Wellness

Donations: Members are encouraged to provide a cash or in-kind donation. 100% participation is sought; the amount is optional. Board members should maintain an active membership status during their term.



Application for Highroots Wellness & Consulting Board Candidacy

Name	
School / Company	
Current Occupation	
Contact Details	
<u>Address</u>	
<u>Telephone</u>	
<u>Cell Phone</u>	
<u>E-mail</u>	

We want to understand your views on current operations and how your potential contributions might fit with the organization's vision. Please answer the following questions. Limit your response to this page/the space provided. Address and contact information will not be distributed. Please also send your résumé or CV to Jennaya Colóns (jennaya@highrootswellness.org)

1. Please **briefly** describe your academic and professional background and other relevant experience.
2. Why are you interested in a position on this board?



THIS WILL BE DISTRIBUTED TO BOARD MEMBERS ALONG WITH YOUR CV OR RESUME.