



Hello,

Thank you for your interest in serving on the Board of Directors of the Harcum House Child Advocacy Center (CAC)! We are looking for dedicated, hardworking, and enthusiastic Board Members to help carry out the mission of the CAC to provide a safe, child-friendly environment that supports a timely, multi-disciplinary response to child sexual abuse, physical abuse and trauma, and promoted healing of victims and their families.

Please complete and return the following documents:

- Application for Board Membership
- Individual Board Member Profile Matrix

Please return all completed forms to: Harcum House      or      [Fiscal@harcumhouse.org](mailto:Fiscal@harcumhouse.org)  
1147 E. Main St  
Lancaster, OH 43130

Once we receive your completed forms, the Nominating Committee will review your application at the next scheduled meeting or via email distribution.

We look forward to learning more about you and your interest in fighting child abuse.

Thank you,

Adam VanDyke  
Board President

Cody Tatum MSW, LSW  
Executive Director



## **BOARD MEMBERSHIP JOB DESCRIPTION**

**Purpose:** To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the Harcum House so as to support the organization's mission and needs.

**Mission:** The mission of the Harcum House is to reduce trauma and enhance healing by providing advocacy, education and outreach.

### **\*Major Responsibilities:**

- Determine mission, vision and values of organization.
- Ensure effective planning
- Monitor and strengthen programs and services.
- Ensure adequate financial resources.
- Protect assets and provide proper financial oversight.
- Build a competent board.
- Ensure legal and ethical integrity.
- Enhance the organization's public standing.
- Attendance at Board meetings is necessary and important.

*\*Members of the board share these responsibilities while acting in the interest of the CAC.*

**Length of term:** Each term is 2 years, and limited to 3 terms. Officers may serve 2, 2 year terms.

### **Meetings and time commitment:**

- The board of directors meets bi-monthly on the fourth Monday of the month, 6:00 p.m., at the CAC or other designated location. Meetings typically last 90 minutes.
- Committees meet as deemed necessary, pending their respective goals. Board members are asked to attend special events.

### **Expectations of board members:**

- Attend and participate in meetings, and special events.
- Participate on a standing committee of the board and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by the CAC mission, objectives, and programs.
- Communicate and promote the CAC mission and programs to the community. □ Become familiar with the CAC finances, budget, and financial/resource needs.
- Understand the policies and procedures of the CAC.
- Financially support the CAC annually in a manner commensurate with one's ability.



## APPLICATION FOR BOARD MEMBERSHIP

Thank you for your interest in becoming a CAC Board member. Please fill out the information below and include a copy of your resume with your application. We are an Affirmative Action/Equal Opportunity Employer. We consider all applications for all positions without regard to race, color, religion, gender, national origin, age, sexual orientation, disability, marital status, veteran status, or any other legally protected class or status. Given the nature of our business, we ask for personal identification in order to conduct background checks.

### CONTACT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Years at Current Job: \_\_\_\_\_

Why are you interested in serving as a CAC Board member?

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Please list your past and present memberships on boards, committees and organizations (business, civic, community, fraternal, political, professional and social):

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Please describe any other volunteer experience:

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Other unique talents or skills you bring as a board member:

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Committee interests: (audit/finance, planning and program evaluation, donor relations, nominating)

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Are you willing to make an annual contribution to the organization according to your means?

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Time commitment: Board meetings are held bi-monthly for usually 1.5 hours. Each board member is also expected to serve on a committee that would meet as deemed necessary. In addition, board members are asked to attend 2-3 events throughout the year. Can you reasonably commit this amount of time?

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## INDIVIDUAL BOARD MEMBER PROFILE MATRIX

		Self-Identified Board Strengths
<b>Areas of Expertise/Skills (All)</b>		
Advocacy/Public Policy		
Business Analysis/Planning		
Finance/Accounting		
Fundraising/Fund Development		
Board Governance		
Board Development		
Human Resources		
Legal Expertise		
Marketing/Public Relations		
Mission Specific Expertise		
Nonprofit Mgmt./Compliance		
Grant Writing		
Social Media		
Strategic Planning		
Technology		
Trauma-Informed Care		
Membership Engagement		
Event Planning		
Volunteer Management		
Other:		
<b>Connections (All)</b>		
Access to Corporate Support		
Access to Government Support		
Access to Foundation Support		
Access to Volunteers		
Access to Law Enforcement		
Access to Media		
Familiar with Healthcare Ind.		
Familiar with Mental Health Field		

Academia Connections		
Social Services		
Personal Capacity to Give		
<b>Connections (All) cont.</b>		
Religious Organizations		
Arts and Culture		
Philanthropy		
Experience with Small Business		
Other:		
<b>Qualities (All)</b>		
Critical thinker/Problem Solver		
Connector/Team Builder		
Entrepreneur		
Leader/Mentor		
Motivator		
Visionary		
Other:		
<b>Gender (Self)</b>		
Male		
Female		
Transgender		
<b>Age (Self)</b>		
19-25		
26-40		
41-50		
51-65		
Over 65		
<b>Race/Ethnicity (Self)</b>		
African/African-American		
Asian/Pacific Islander		
Hispanic/Latino		
Native American		
White		
Mixed race		
Other:		
Prefer not to answer		