



Dear Friend and Prospective SafePlace Board Member:

I am excited that you are interested in participating in the work of SafePlace as a board member. We seek active, involved community members who support this mission of our work and are able to give us their most precious time. Your willingness to share your skills and talents toward the work of ending sexual and domestic violence is very much appreciated.

As a participating board member, you will be asked to sign an agreement to commit your support to the mission of SafePlace; attend monthly two-hour board meetings, one annual agency-wide meeting, special fundraising events, and an annual board retreat; disclose any conflicts of interest as they arise; read programmatic and financial reports; donate within your financial means and identify potential donors/funding sources; participate in the CORE (16 hour) training and other required board trainings; work with the board and staff towards the goals of the organization; and, participate on board committees. We ask that board members serve for a two-year term and they are eligible to serve five, two-year terms before retiring.

Enclosed you will find information about SafePlace and a Board of Directors Application. We hope that you will read these materials and submit your application for this exciting volunteer job. Upon receipt of your application, it will be reviewed by all members of the board. If approved, you will be invited to interview at the following board meeting. The board meets the fourth Tuesday of every month.

Again, thank you for your interest in helping the work of SafePlace as a board member. I look forward to working with you.

If you have any questions, please feel free to call me at 360 786-8754 x 204.

Sincerely,

Sarah Lloyd
Executive Director

Enclosures

Statement of Philosophy

SafePlace is a crisis intervention and social change organization that strives to end domestic and sexual violence and to end the systems of oppression that perpetuate it. Oppression is defined as the institutionalized socially condoned mistreatment of the members of one group by another group.

Freedom from violence and fear is a basic human right. We oppose the use of violence as a means of control over others. We support equality in relationships and the concept of individuals assuming power over their own lives. We view every interaction as an opportunity to empower and educate individuals about their right to be free of violence. If change is to occur, it must be made on an individual level as well as on an institutional level. We practice social change internally by utilizing an egalitarian inclusive organizational model.

We believe that all people have the right to make their own decisions regarding sexual and reproductive matters, finances, education, religion, and employment. Each person is wonderfully unique. Our strengths come in many forms and we contribute in different ways. Only by honoring our differences and appreciating our various perspectives can we find harmony.

Adopted December 1996

SafePlace Guiding Principles

Who We Are

SafePlace is the Thurston County voice for sexual and domestic violence survivors, including their children and families. We improve our community by ensuring that the needs of these survivors are understood and addressed.

SafePlace Mission

SafePlace works for societal change to prevent sexual and domestic violence while offering crisis intervention, education, and long-term advocacy services.

SafePlace Purpose

SafePlace, a feminist non-profit organization, is dedicated exclusively to:

- Preventing sexual and domestic violence by engaging our community, and advocating for societal change through an understanding of the root causes of such violence;
- Providing 24-hour crisis intervention and long-term support services, including emergency shelter, sexual assault response, and a helpline for survivors of sexual and domestic violence;
- Promoting community social justice and the vision of a community free of sexual and domestic violence by encouraging an understanding of the underlying oppression that contributes to such violence.

Core Values

Excellence

We are dedicated to effective programs with the best facilities we can provide, the finest staff we can hire, and a positive atmosphere for social change.

Respect:

We work to build our relationships with survivors, community members, and each other based on integrity, honesty, openness, and respect for individual rights and choices.

Self Care:

We value self-care for survivors, volunteers, and employees.

Diversity:

We are dedicated to serving the diverse cultures in our community and mirroring that diversity in our volunteers, staff, and board of directors.

Confidentiality:

We hold survivor and personnel information in the strictest confidence and are committed to a culture of trust.

SafePlace Board of Directors

Job Description

Position Summary

The board of directors is responsible for ensuring the organization is well-managed and financially responsible. The board is the governing body of the organization and is responsible for establishing the mission and goals for the organization. In addition, the board sets the organization's policies which provide the parameters for the agency's work.

General Responsibilities

1. **Ensure the organization is responsibly managed (in accordance with the organization's bylaws and policies) and is compliant with legal and contract requirements.**
2. Ensure that the organization has the resources it needs to pursue its goals. In order to fulfill this responsibility, board members must determine how the organization will raise funds, participate in fundraising events, donate money, recruit and solicit donors, and identify potential funding sources.
3. Ensure that the resources of the organization are raised and spent in a responsible manner. Board members must help create or approve the agency budget, set financial policy, ensure adequate insurance, and ensure an annual financial audit.
4. Hire and supervise the executive director.
5. Serve as the organization's representatives in the community.
6. Determine the program priorities for the organization. To fulfill this responsibility, board members must establish the organization's strategic plan and long-term goals. In addition, the board must evaluate the organization's progress towards its goals.
7. Evaluate and assess board composition, identify and recruit potential board members.

Individual Responsibilities

1. Make a personal commitment to the mission of the organization.
2. Regularly attend board and committee meetings.
3. Disclose any conflicts of interest as they arise.
4. Stay informed about the goings-on of the organization, including reading financial and program reports.
5. Donate within personal financial resources to the organization and to identify potential donors/funding sources.
6. Participate in SafePlace special events and community events.
7. Attend board training events.
8. Work with the board and staff to strive toward the goals of the organization.

SafePlace Board of Directors Duties and Responsibilities

As a member of this board, I understand it is important to be involved and I acknowledge that I understand the following:

- I must make every attempt possible to attend all SafePlace Board of Directors meetings; currently scheduled for the 4th Tuesday of each month 6:00-8:00pm – if I am ill or must miss a meeting, I will contact a member of the Board Executive Committee prior to the meeting. **Not being present at more than two (2) meetings in one (1) calendar year may be grounds for dismissal.**
- I will regularly check email and respond to communications regarding SafePlace business, understanding that this is the primary mode of contact for Board business.
- I will participate in board functions and activities – a minimum of 1 activity per quarter (4 per calendar year).
- I will participate in the mandatory 16-hour Volunteer Training within the first 6 months of my term, as well as any ongoing board professional development.
- I will attend and participate in the annual Board Retreat (1 day annually usually in January)
- I will support SafePlace through personal giving at an individually appropriate level. The SafePlace Board of Directors is committed to 100% board contribution.
- I will recruit and promote attendance at the annual Gala, either by securing at least 8 people to attend, or make other arrangements to actively support a successful Gala if this is not feasible.
- I will actively help the board identify and recruit potential Board members with a commitment to diversity and to supporting the agency.
- I will work with other board members to understand, establish, and manage agency policies, procedures, provide guidance to the Executive Director, and perform other duties as stated in the agency bylaws.

SafePlace Board of Directors Application

Name: _____ Date: _____

Address: _____ City: _____ Zip: _____

Place of Work: _____

Business Address: _____

Home or Cell Phone: _____ Work: _____

Email: _____

Preferred method of immediate contact:

email

home phone

work phone

text

1. Please list your two most recent places of employment, including position and dates.

2. Please list current or recent affiliations with business, professional, civic, charitable, social and fraternal organizations, including organization name and dates.

3. Please list any prior board experience.

4. List any prior association with non-profit work, either paid or non-paid.

5. SafePlace serves diverse communities. How do you recognize and handle your own belief systems in a way that will allow you to work effectively with persons of differing abilities, races, languages, sexualities, genders, ages, classes, etc?

6. In your opinion, what are some of the roots causes of domestic and sexual violence?

7. In your opinion, what barriers do survivors face when attempting to escape a violent relationship?

8. Please talk about your experience with or knowledge of domestic violence/sexual assault.

9. What do you expect to gain from your experience as a SafePlace Board member?

10. What skills and interests do you bring to SafePlace? (i.e., Accounting/Budgeting, Fundraising, Marketing/PR, etc.)

I hereby certify that the information set forth in this application is true to the best of my knowledge. If invited to be on the Board of Directors for SafePlace, I hereby agree to abide by all of the standards and expectations set forth by SafePlace.

Signature: _____ **Date:** _____

SafePlace Board of Directors Personnel Profile

SafePlace serves a diverse clientele. It is the policy of SafePlace to recruit qualified employees and volunteers regardless of race, color, ethnicity, national origin, ancestry, creed or religious conviction, age, gender, pregnancy or childbirth, sexual orientation, marital status, income, veteran status, the presence of a physical, sensory or mental disability or any other basis prohibited by federal, state or local law.

We ask you to fill out the following information so we may assess the diversity of our volunteers. This form will be kept separate from your personnel file. Completion of this form or any of the questions on it is entirely voluntary. There are no ramifications for not providing the information.

Name: _____ Date: _____

How do you identify with regard to gender: Male Female Other

If Other, Please Specify: _____

What is the most respectful pronoun we can use when referring to you? _____

Age: 18-24 25-44 45-64 65+

What ethnicity do you most identify with: Hispanic Non-Hispanic

What race(s) do you most identify with:

White Black or African American American Indian or Alaska Native
 Asian Native Hawaiian or Other Pacific Islander Mixed Race Other

If Other, Please Specify: _____

Do you have a physical, sensory, or mental condition that substantially limits any of your major life functions? Yes No

Have you, or anyone you know, experienced domestic violence or sexual assault?

Yes No

Do you identify as a member of the GLBTQ community? Yes No

Is there any other information you would like us to consider for Affirmative Action purposes?
