

HBCU CAMPAIGN FUND

Celebrating Historically Black Colleges



and Universities around the United States

HBCU Campaign Fund

12558 S. Princeton Ave

Chicago, IL 60628

(773) 988-2106

BOARD APPLICATION AND POSITION DESCRIPTION

Overview

The HBCU Campaign Fund (HCF) Board of Directors governs the overall execution of the organization's mission. Principally, the Board manages organizational finances and sets long term priorities for the organization programs and initiatives, including the HBCU of the Month Initiative Program. Additionally, the Board oversees the President and CEO, who is responsible for day-to-day management of HCF and HCF programs and initiatives. 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 sustainability excellence for HCF and HCF programs and initiatives.

The Board of Directors has up to at least 10 voting members. Terms are for one year.

Board members responsibility include attendance at one (1) in-person meeting [if possible], as well as three (3) teleconference or skype meetings and active electronic conversations as part of Board committees per year. Board members **must** be very observant of e-mails sent in regard to the Board and organization business. The Board may hold additional meetings. Board members also hold a fiduciary responsibility for management of organizational capital and ensuring appropriate filings with federal, state and local authorities consistent with HCF's status as a nonprofit organization and soon 501 (c)(3) tax-exempt. HCF's attendance policy allows for removal if two or more meetings are missed without notice in a twelve-month period.

Declaration of Candidacy

The inspiring candidate **must** be 18 years of age. Board position require a time and energy commitment that should not be underestimated. Candidates are urged to consider personal priorities for the next year as well as the ways to contribute to the development of the organization.

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Resources available to prospective members:

- The organization's annual report is available at: [Not available as of now.] □ Current members, of the Board of Directors are listed at:
www.hbcucampaignfund.org/aboutus/boardofdirectors/
- E-mail the President and CEO (djohnsonjr@hbcucampaignfund.org) with questions or if you would like the contact information for the current Nominating Committee chair.

To apply:

- Submit the one-page Board Application (page 3 of this document) and your resume / CV in **PDF format** by **October 31, 2018 CT** to: Demetrius Johnson, Jr., djohnsonjr@hbcucampaignfund.org. **PLEASE WRITE HCF BOARD 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 and Financial Considerations

Meetings:

- Conference/Skype Calls (can be monthly) for updates on programs, setting policy, approving committee work.
- Committee Work (generally by email) on Programs and Initiatives, Finance, and Committees updates.
- Board of Director Newsletter (generally by e-mail) on organization news and updates.
- July Board Meeting (dates and location varies) – This will be the one in-person meeting you will be required to attend. The date and location will vary, and if you would need sponsorship in being transported to the meeting you must contact the Chairman or Board President a month in advance for travel arrangements **may** be placed.

Travel Cost: According to by-law, Directors shall receive no compensation for carrying out their duties as directors. The board may adopt policies providing for reasonable reimbursement of directors for expenses incurred in conjunction with carrying out board responsibilities, such as travel expenses to attend board meetings. As of right now, the current Board has not adopted a policy in providing reasonable reimbursement for travel expenses, the organization may seek in cost to reimbursing those members who inquiry to be reimbursed.

Donations: As with any Board, members **may** be solicited for a cash or in-kind donation, 100% participation is sought; the amount is optional.

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Application for Board Candidacy

Full Name:	School/Company:
Current Occupation:	Telephone Number: Cell phone Number:
Mailing Address:	
E-mail Address:	

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/space provided. Address and contact information will not be distributed. Please also send your resume or CV in PDF format to Demetrius Johnson Jr at djohnsonjr@hbcucampaignfund.org.

1. Please briefly describe your academic and professional background, and other relevant experience.

2. Why do you seek a position on HBCU Campaign Fund (HCF) Board?

3. Please briefly outline the specific skills you bring, or contributions you hope to bring, to HCF's Board

ONLY THIS SINGLE PAGE WILL BE DISTRIBUTED TO COMMITTEE MEMBERS ALONG WITH YOUR CV OR RESUME IN PDF FORMAT. LIMIT RESPONSE TO THE SPACE ABOVE!