



Board of Directors Application Packet

Thank you for your interest in becoming a Hunger Fighters Oregon Board Member. We are currently accepting applications from any candidate 18 years or older. Please see below for our mission, vision, values, and the types of activities we have undertaken to date. As an HFO Board Member, you will be responsible for the following:

HFO Board Member: General Requirements

TIME COMMITMENT

- Board appointments are for **two-year terms** starting on January 1, 2022 and may be renewed
- Attend board orientation prior to the start of term
- Attend 6 board meetings (every other month) January – December on a weekday evening from 7:00 - 8:00 p.m., and committee meetings as applicable. Meetings are mandatory and 3 consecutive unexcused absences result in removal from the Board. Board meeting dates for the year are provided in January.
- Serve as chair or co-chair for at least one committee
- Volunteer at least 2 hours with HFO per quarter, not counting Board meetings. Can include committee leadership, volunteering shifts or a combination.

PARTICIPATION

- Participate in meetings and ask appropriate questions to the best of your ability
- Participate in ongoing board tasks such as advocacy, community building, and outreach to stakeholders
- Act as a champion for the organization, educating yourself about food insecurity in Lake Oswego and Oregon
- Connect with your network to engage them in positive community efforts to combat food insecurity in Lake Oswego and Oregon

KNOWLEDGE AND PREPARATION

- Please familiarize yourself with the [Hunger Fighters website](#) and the resources available to donors, volunteers and clients.



About Hunger Fighters Oregon

Mission

Our mission is to provide reliable access to nutritious food and essential hygiene items in an inclusive, accepting environment in Lake Oswego.

Vision

A future community where no neighbor faces food insecurity.

Values

Hunger Fighters believes in:

- Equity, empathy and respect for all
- Sustainability and understanding our impact on the world around us
- Inclusivity and acceptance of all people without judgement
- Promoting youth volunteerism and helping them understand the need in our community
- Education and advocacy for food insecure individuals & families
- Emphasis on nutrition & health in food assistance
- Community-oriented service to others
- Actively working to bring down barriers to food assistance and root causes of food insecurity

Community Activities

- Weekly distribution of food and personal hygiene items to community members
- Food drives with local schools, businesses and organizations
- Gleaning activities from local stores, restaurants and farms
- Client-focused programs and initiatives to ensure that the services we provide are most beneficial to our community
- Focused outreach to ensure we are reaching any community member who requires assistance

Join Us

Follow us on social media to find out about upcoming activities and events. Check out our website at www.hungerfightersoregon.org. Follow us @hungerfighters on Facebook and Instagram or email us at info@hungerfightersoregon.org

Please see pages 3 for the Treasurer role description
Please see pages 4-6 of this packet for the Board Application



Board Treasurer

Officer, HFO Board of Directors

Description: Treasurer is an Officer of the Board of Directors of Hunger Fighters Oregon and a voting member of the Board. This role is required in Oregon non-profit organizations.

Skills:

- Strong written and oral communication skills
- Proficiency in Google Drive application (training provided by HFO)
- Proficiency in Intuit Quickbooks Online
- Proficiency in electronic applications and communication (Venmo, email receipts, etc.)
- Strong leadership skills
- Strong organizational skills

Duties & Responsibilities:

- Keep records of financial transactions
- Record and have knowledge of all incoming monetary donations
- Provide monthly or update reports of donations, donor demographics, etc. to Board of Directors as needed
- Provide financial reports for grant applications
- Maintain Venmo account and money transfers
- Write checks and make payments to vendors
- Review and fulfill reimbursement requests
- Maintain list of subscriptions & memberships; responsible for renewals
- File all tax paperwork on time or file for extensions as needed
- Lead yearly budget planning process
- Chair the Finance Committee and participate in financial planning for the organization
- Monitor spending of HFO leadership (President, Executive Director) based on HFO Fiscal Policy
- Review HFO Fiscal Policy yearly and propose updates as needed
- Provide email receipts to any donor requesting one
- Check the PO Box regularly and deposit any checks



Board of Directors Application Form

* required

Nomination Information

Nominated by: _____

Title/Role (if applicable): _____

Candidate Information:

Candidate Full Name: _____

Street Address: _____

City: _____ Zip: _____

Preferred Phone Number: _____

Email: _____

Preferred Method of Contact: Call Email Text

For which Board positions are you interested in being considered?* (please check all that apply)

- Board Member (see page 2 for role description) - *start date January 1, 2022*
- Board Treasurer (see page 3 for detailed role description) - *this role starts ASAP in 2021*

Demographic Information[^]

Do you live in the City of Lake Oswego or within the LO school district boundary? yes no

If yes, how long have you lived here? _____

Do you work in Lake Oswego? yes no

If yes, how long have you worked here? _____

[^]Per HFO Board Policy, a **majority** of Board Members must reside or be employed within city limits. Your residency location does NOT preclude you from serving on the Board.



Work & Volunteer Experience*

Current position and/or employer: _____

Please describe your relevant experience and/or employment. You may also attach a resume.

Please list prior experience serving as a Board member for other non-profit organizations:

What other volunteer experience or commitments do you have?

Hunger Fighters Service*

The HFO Board of Directors meets every other month, on a weekday evening (ie. 7:00 p.m). The meeting generally lasts about one to one and a half (1- 1.5) hours. **Do you have any standing commitments that create a scheduling conflict for you?** Yes No

Have you volunteered with Hunger Fighters Oregon before? If so, please elaborate. Feel free to include volunteers you have worked with or leadership experience within the organization.

Continued on next page



Why are you interested in serving as a Board member for HFO?

Which strengths, skills, and experience will you bring to a Board position with HFO?

Please share any other information you feel important for consideration of your application to serve as an HFO Board member.

References

Please provide 2 references. We will be contacting at least one.

Reference #1: Name: _____ Phone _____

Email address: _____

Reference #2: Name: _____ Phone _____

Email address: _____

Continued on next page



Supplemental Questions for Board Treasurer Position

If you are applying for Treasurer, please answer the question/s below.

1. Please describe the area(s) of expertise/contribution you feel you can make to further the mission of HFO (Mission can be found on page 2)

2. What are you looking forward to increasing, improving or initiating for HFO during your time on the Board?

Signature (your printed name below will be considered your signature)

Name: _____ Date: _____

The Nominating Committee of HFO makes recommendations to the Board of Directors. A personal interview with the Nominating Committee will be required, and will be scheduled in October.

Please return the completed form to Hunger Fighters Oregon no later than **October 15, 2021 at 5 pm** via email to apply@hungerfightersoregon.org

Please reach out to Board President, Ami Joshi at ajoshi@hungerfightersoregon.org with any questions as you go through this process.

For Board Use

Nominee reviewed by the committee.	Date: _____
Nominee has had a personal meeting with either an Officer, Director, or other.	Date: _____
Nominee proposed to the Board. <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____
Board action: <input type="checkbox"/> Elected <input type="checkbox"/> Rejected	Date: _____