



Letter of Intent to LLLAC's Board of Directors

Since its incorporation on September 3, 1983, the Live and Let Live Alano Club's vision is for every recovering alcoholic and addict to have the opportunity to achieve his/her fullest potential and contribute to all aspects of life. The Alano Club provides a safe, clean, and sober environment for anyone in addiction recovery programs, their families, and friends to gather for support and personal growth.

As for what a potential board candidate should know, serving as a board director is one of the most challenging and rewarding of volunteer assignments. While appointment or election to a board is an honor, board directors have important legal and fiduciary responsibilities that require a commitment of time, skill, and resources. Prospective board directors do themselves a service and show that they are serious about the commitments they make by asking some basic questions before joining LLLAC's board. You can find the answers from the board director who issued the invitation to join; the club manager(s)/chief executive of the organization; the board chairperson; other board directors, current and former; or written materials.

Board directors are the fiduciaries who steer the Live and Let Live Alano Club towards a sustainable future by adopting sound, ethical, and legal governance, and financial management policies, as well as by making sure the Alano Club has adequate resources to advance its mission.

One of the most important responsibilities for the Board of Directors is to provide *foresight, oversight, and insight*: think of yourself as up in the crow's nest of a ship, scanning the horizon for signs of storms (threats) or rainbows (opportunities) to explore, perhaps with a pot of gold (funds) at the end! Yes, board candidate - your role as a steward of the Live and Let Live Alano Club *does* involve fundraising, and the important role as an advocate for LLLAC's mission.

Personal Characteristics of Importance Are:

1. **Ability to listen, analyze, think clearly and creatively**, and work well with people individually and in a group.
2. **Willingness to prepare for and attend board and committee meetings**, ask questions, accept responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, advocate for the organization, and evaluate oneself.
3. **Interest in developing certain skills** that you may not possess, such as in cultivating and soliciting funds, cultivating, and recruiting board directors and other volunteers, reading, and understanding financial statements, and learning more about the substantive program area of LLLAC.
4. **Possession of honesty, sensitivity to and tolerance of** differing views, community-building skills, personal integrity and sense of values, and concern for your nonprofit's development.

Expected Personal Responsibilities of a Director of LLLAC Board:

1. *Attend all board and committee meetings, and functions, such as special events.*
2. Be informed about LLLAC's vision, mission, services, policies, and programs.
3. Review agenda and supporting materials prior to board and committee meetings.
4. Help review and set LLLAC's goals, and policymaking.
5. Assist the board in carrying out its fiduciary responsibilities: provide proper financial oversight, assist in developing the annual budget, and assist in developing a 3-year strategic plan.
6. Serve on standing & ad-hoc committees or task forces and offer to take on special assignments.
7. Ensure compliance with legal and financial reporting requirements and adhering to core board roles and responsibilities as stated in LLLAC's bylaws.
8. Inform others about LLLAC. Advocate for the organization.
9. Suggest possible nominees to the board who can make significant contributions to the work of the BoD and LLLAC.
10. Keep up to date on developments in the field of alcohol and addiction recovery.
11. Follow duality-of-interest and confidentiality policies.
12. Refrain from making special requests of the club manager(s)/staff.
13. Refrain from engaging in rumor-mongering, or negative personal discussions of LLLAC, Board, Executive Committee, membership, and/or enacted policies.

Fundamental Responsibilities of a Director of LLLAC's Board:

1. **Determine mission and purpose.** It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and which primary constituents are served.
2. **Select the club manager(s)/chief executive.** Boards must reach consensus on the club manager(s)/chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position.
3. **Support and evaluate the club manager(s)/chief executive.** The board should ensure that the club manager(s)/chief executive has the moral and professional support they need to further the goals of the organization.
4. **Ensure effective planning.** Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
5. **Monitor and strengthen programs and services.** The board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness.
6. **Ensure adequate financial resources.** One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.
 - a. Each board director will lead one fundraising event a year that nets a minimum of two thousand dollars (US\$2,000). With nine board directors, this averages to one fundraiser every forty (40) days. Assignment or selection of months TBD.

- b. Each board director is personally responsible for raising one thousand dollars (US\$1,000) per year in donations, attributable to that board director.
7. **Protect assets and provide proper financial oversight.** The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
8. **Build a competent board.** All boards have a responsibility to articulate prerequisites for candidates, orient new directors, and periodically and comprehensively evaluate their own performance.
9. **Ensure legal and ethical integrity.** The board is ultimately responsible for adherence to legal standards and ethical norms.
10. **Enhance LLLAC's public standing.** The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community through advocacy.

Legal Responsibilities of a Director of LLLAC's Board:

Under well-established principles of nonprofit corporation law, a board director must meet certain standards of conduct and attention in carrying out their responsibilities to the LLLAC. Several states have statutes adopting some variation of these duties that would be used in court to determine whether a board director acted improperly. These standards are usually described as the *duty of care*, the *duty of loyalty*, and the *duty of obedience*.

1. **The Duty of Care** describes the level of competence that is expected of a board director and is commonly expressed as the duty of "care that an ordinarily prudent person would exercise in a like position and under similar circumstances." This means that a board director owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.
2. **The Duty of Loyalty** is a standard of faithfulness; a board director must give undivided allegiance when making decisions affecting the organization. This means that a board director can never use information obtained as a director for personal gain but must act in the best interests of the organization.
3. **The Duty of Obedience** requires board directors to be faithful to the organization's mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public's trust that the organization will manage donated funds to fulfill the organization's mission. This duty also requires board directors to obey the law and the organization's internal rules and regulations.

Name: _____ Email: _____

Street Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Sobriety/Clean Date: ____/____/____ Membership Date: ____/____/____ Birth Date: ____/____/____

Special skills or expertise: Legal Fundraising Finance/Accounting Business Mgmt. Info Tech

Public Relations Human Resource Advocacy Counselling &/or Recovery CPR/First Aid

Professional Experience: _____

Education: GED Hi-Sch Trade Sch Associates Bachelors Masters PhD

Area of Major: _____

Professional affiliations: _____

Other board service (nonprofit & profit): _____

Are you presently serving on any boards? Yes No If yes, then who: _____

Would you be able to create and manage a fundraiser? Yes No

Concept for Fundraiser: _____

Possible in-kind donations: _____

Special interests or hobbies: _____

Why are you interested in LLLAC? _____

Why are you interested in serving on LLLAC's board? _____

Do you have previous leadership, or volunteer experience? Yes No

What skills or expertise might you offer? _____

How will the LLLAC benefit from your participation? _____

How do you think we could best take advantage of your expertise? _____

What do you expect us to do for you so that your experience is satisfying? _____

What time commitment will you be able to make? _____

Are you willing to serve on standing & ad-hoc committees and task forces? Yes No

Can we expect you to come to monthly board meetings regularly? Yes No

Notes: _____
