



## **BOARD OF DIRECTORS DESCRIPTION AND INQUIRY**

### **Overview**

The Board of Directors governs the overall execution of ACCESS of WNY's mission of empowering families and bridging communities. Principally, the Board develops short term financial strategies, manages organizational finances, and sets long term priorities for programs, including the development of: Case Management, Immigration Services, After School Programming, Wrap-Around Programming, etc. Additionally, the Board oversees the Executive Director, who is responsible for day-to-day management of the organization. The members of the Board contribute to the educational, management, legal, and financial skills needed to ensure long term organizational stability and ensure year-to-year excellence of ACCESS of WNY.

Board Member responsibilities include attendance at regular monthly board meetings. Board members are expected to join committees. Board members also hold responsibilities for management of organizational capital and ensuring appropriate filings with federal, state, and local authorities consistent with the organization's status as a 501(c)(3) nonprofit organization.

### **Declaration of Candidacy**

Board positions 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.

- Email the Executive Director Talib Abdullah, MSW at [abdullaht@accesswny.org](mailto:abdullaht@accesswny.org)
- Submit the one-page Board Inquiry (page 2 of this document) and your résumé to Talib Abdullah, MSW at [abdullaht@accesswny.org](mailto:abdullaht@accesswny.org) PLEASE INDICATE "NEW BOARD MEMBER APPLICATION" in the subject line.
- Copies of application will be distributed to those selecting members and will aid in their understanding of how you would like to contribute to the organization.

### **Time and Financial Considerations**

#### Meetings:

- Board Meetings - monthly
- Committee Work (generally by email)
- Annual Meeting



Donations: Board members are expected to contribute financially directly or indirectly to the organization. This may entail fundraising efforts, securing donations from individuals or companies, or making a personal contribution annually.

***ACCESS of WNY Board Membership Inquiry***

Name

Current Occupation

Address

Telephone

Cell Phone

E-mail

We want to understand your views on our current operations and how your potential contributions might fit with the organization's vision. Please answer the following questions. Address and contact information will not be distributed. Please also send your résumé to Talib Abdullah, MSW by email.

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

2. Why do you seek a position on this board?

3. Please briefly describe your specific skills and what contributions can be expected of you while serving on the board.

4. Are you currently serving on a board of directors for another organization? If so, please list the organization name and your position/role.

5. What is your preferred method of contact/communication? Email, Phone, or Text Message