



Tri-County Community Action Agency, Inc.

1015 Dispatchers Way

LaGrange, KY 40031

Phone (502) 222-1349 • FAX (502) 222-0968

tccaa@tricountycaaky.org

May 28, 2007

Dear Board Applicant Inquirer:

Thank you for your interest in serving on Tri-County CAA's Board of Directors. The composition of our board is mandated by federal law based on the Community Services Black Grant funds we receive. The board consist of 18 members, with there being six (6) seats for each of the three counties we serve (Henry, Oldham, and Trimble). One-third of the seats are elected by the public to represent the low-income population, one-third are publicly elected officials, and one-third represent the private sector and are is appointed by the board from the community at-large.

We are currently seeking candidates for the low-income representatives. Enclosed is a board member application packet with some additional information about what it means to be a board member for the agency. Should you have any questions about the election process or the agency please give me a call at 502-655-0576. Applications must be submitted no later than June 20 with the election being held on June 26.

Sincerely,

A handwritten signature in blue ink that reads "Rusty Newton".

Rusty Newton

Executive Director

Application for Tri-County CAA Board of Directors

Due by June 20, 2007

Name: _____

Address: _____

Phone: _____ **E-Mail:** _____

Mail Completed Application to: Board Applicant Tri-County CAA PO Box 578 Shelbyville, KY 40066
--

- 1. What interests you most about serving on TCCAA's Board of Directors?**
- 2. Do you consider yourself to be Low-Income? If not, how do you feel that you are qualified to represent the Low-Income?**
- 3. Please share some background information on yourself. (Example: Current or previous Boards or Advising Councils that you have been a part of, community involvement, etc.) Attach separate sheet if needed.**
- 4. What do you consider the role of a Board Member as being?**
- 5. Would you be available to meet one morning every other month for the board meeting and at other times as needed to serve as a committee representative?**
- 6. Would you be available to attend a new board member orientation for at least two (2) hours?**

Tri-County CAA BOARD COMPOSITION

Tri-County CAA is mandated by federal law as to the composition of its Board:

1/3 are elected public officials or their representatives

1/3 are elected low-income persons or their representatives

1/3 are community individuals approved by the board

The low-income representatives must be elected in a public election every three (3) years. Elections are advertised in local newspapers. The Nominating Committee reviews potential applicants and approves the candidates to be listed on the election ballot. The elected Board Members serve a 3 year term and can be re-elected as many times as voted in.

TO BE QUALIFIED PERSONALLY, A CANDIDATE SHOULD:

- 1. Have convictions about the purpose and functions of the agency. The candidates should believe in the mission of the organization and be willing to add his or her talents to help the organization effectively serve its clients.**
- 2. Be willing to devote time and effort to the agency.**
- 3. Be willing to become knowledgeable of the agency. As a Board Member, the candidate will need to learn a great deal about the functioning of the entire agency and will need to help keep the agency's name and mission in the public eye.**
- 4. Be knowledgeable of the duties and responsibilities of Board Members.**
- 5. Show leadership in the community and be knowledgeable of community issues. Board Members are needed who can provide expertise in such functions as finance, public relations, program planning, fund-raising, and employee relations. In addition, Board Members should be able to represent the agency with community groups such as neighborhood groups, government and the corporate sector.**

TERMINATION OF BOARD MEMBER

If a Board Member is absent for three (3) consecutive meetings without a reasonable excuse, he will be notified in writing that the Board requires an explanation or a letter of resignation. The Board, at their next scheduled meeting will vote whether to accept the letter of resignation or the explanation. In case of vacancy on the Board, the Nominating Committee will choose a person to complete the term until it is time for the next election.

**TRI-COUNTY COMMUNITY ACTION AGENCY, INC.
BOARD MEMBER JOB DESCRIPTION**

POSITION TITLE: Agency Board Member

UNIT ORGANIZATION: Governing Body

PURPOSE OF POSITION: The Board is legally and morally responsible for all activities of the agency. The Board is solely responsible for determining agency policy, approving the annual budget and determining the goals of the agency.

DUTIES:

? **Policy Administration:** Establishes and/or continues the legal or corporate existence of the agency. Ensures that agency meets legal requirements for the conduct of the agency business and affairs. Responsible for adopting by-laws and ensuring that the agency operates within them. Acts on proposed revisions to the by-laws. Adopts policies which determines the purpose, governing principals, functions, and activities and courses of action of the agency. Assumes ultimate responsibility for internal policies, which govern the agency.

? **Evaluation:** Regularly evaluates and reviews the agency's operations and maintains standards of performance. Monitors the activities of the agency, including: reviewing reports of appropriate committees; confirming, modifying, or rejecting proposals; counseling and providing good judgment on plans of committees or the Executive, and considering, debating, and deciding issues.

? **Public and Community Relations:** Gives sponsorship and prestige to the agency and inspires confidence in its services. Understands and interprets the work of the agency to the community. Relates the services reform and progress in the community as a whole.

? **Personnel:** Selects, employs, and evaluates the Executive Director. Approves policies, which govern the Administration of Personnel. Participates in recruitment, selection and development of Board Members, where primary responsibility for this activity is assigned to a Nominating Committee.

? **Finance:** Approves and monitors the corporate finances of the agency. Creates a financial climate for fulfilling the agency purpose. Sees that sufficient funds are available for the agency to meets its objectives. Authorizes and approves the annual audit. Responsible for all expenditures dealing with the facility, its improvements, or purchase of additional land or buildings (unless a special committee has been designated for this purpose).

MINIMUM JOB REQUIREMENTS: A demonstrated interest in the agency's goals and objectives. Specific experience and/or knowledge in at least one element: community needs, administration, finance, personnel, program development, evaluation, public relations or communication. Representative of some aspect or segment of the population in the community and have sufficient time to devote to being an active board member.

These two considerations, the specific needs of Board and representatives, affect the actions of the Nominating Committees as they work to identify who can satisfy these needs. Once they have been found, the committee starts the selection process, which finally leads to specific recommendations.