



## **Trinity Center Board of Directors Expectations and Commitments**

Thank you for your interest in joining the Trinity Center Board of Directors. Below please find information about the organization, board member expectations, selection process and application.

### **Mission**

Trinity Center is a doorway to opportunity, providing essential safety net services and a pathway forward for vulnerable populations. We advocate for those who are seeking housing, financial stability, and wellness. Join us in our mission to uphold the values of dignity, respect, inclusion, equity, and vibrancy of life for all.

### **Vision and Values**

Trinity Center envisions a community working together to address the devastating effects of poverty and remove barriers to stable housing through compassionate services, education, shelter, and advocacy.

We value equity, dignity, compassion, respect, inclusion, wellness, community, and partnership in a welcoming and hopeful environment.

Our primary goal is to provide a welcoming space where members feel physically and emotionally safe, supported in their progress and part of a caring group that is focused on helping them escape the challenges of poverty. We serve members through a diverse program, including a day shelter that immediately meets people's crucial needs for meals, showers, laundry, clothing, and mail, telephone, and computer access. Member Advocates provide assessment and coaching for each member to ensure that they are actively working toward goals and ultimately regain stable housing, case management for benefits, housing, employment, and supportive services. Certified Addiction Treatment Counselors provide group counseling & individualized services, and we employ homeless and marginalized persons to build self-sufficiency. Trinity Center recognizes that homelessness and poverty require diverse approaches and "tools" in our kit bag to address these complicated societal challenges. We have pioneered distinctive, innovative, and effective programs in addition to our Day Shelter. Key among these are Emergency Overnight Programs, including a winter shelter and intermittent safe parking program, which offer a vital public benefit to keep our members and the entire community healthy.

While board participation may vary for members at different times and based on different roles, the basic expectations for all Trinity Center board members are below. The board sets a high standard for governance, leadership, enthusiasm about Trinity Center and its mission, supporting and guiding the Executive Director and staff, and representing and growing the organization. These commitments will help make sure we continue to meet these goals together.

### **The Basics – Board Terms and Meetings**

Trinity Center's Board may have between 6 and 13 members. Members and officers are elected at a Board Meeting in by vote of the Board Members in attendance. The Bylaws do not specify term lengths or limits at this time.

Regular Meetings take place on the third Wednesday of most months from 7:00-8:30 PM at Trinity Center or Virtually. Board members are strongly encouraged to attend all meetings but should not have more than one absence per quarter. The Executive Director will provide a board packet and agenda via email in advance, usually by the Monday prior to the meeting. The Executive Director and Leadership staff attend all meetings, but the board may meet without them in executive session if necessary. Other staff or guests attend to make presentations on topics as needed.

Occasionally the board will schedule special meetings or calls to address issues of particular importance or urgency that cannot be handled in the regular meetings – this occurs once or twice a year at most.

The Executive Director may seek input or a vote from the board via email in-between meetings. Board members are expected to have ready access to email and to answer communications in a timely fashion. Other staff may occasionally reach out for board duties such as phone banking or sending in names for the Membership Drive, and board members are also encouraged to respond as quickly as possible. The staff will strive to give the board as much notice as possible.

### **Event Volunteering**

Board members are expected to be present as supporters and or volunteers for Trinity Center's fundraising events.

### **Board Fundraising Expectations**

We ask all board members to contribute financially to Trinity Center as they are able and aim for 100% participation with individual board donations. Contributions can include personal donations, donating items, gift cards or tickets to events, and encouraging your organization to pay dues and sponsor Trinity Center events. Another board fundraising expectation is to help with reaching out or making calls for donations, event sponsorships and as needed to support the Center's Programs.

### **Board Committee Expectations**

All board members are expected to serve on one committee. Responsibilities and time commitments of committees vary, and board members are encouraged to volunteer with the committees that fit best with their interest, skills and other commitments.

*Committees* – Members choose committee assignments at the beginning of each year.

- **Executive Committee:** Composed of the Chair, Vice Chair, Secretary, Treasurer and Executive Director. Convened by the Chair and meets as needed on governance and organizational issues such as hiring and evaluating the Executive Director. Executive Director provides major organizational updates and/or seeks input from the committee.
- **Finance Committee:** Convened by the Treasurer, with 2-3 other members. Meets most months by conference call at a time convenient to the committee. With Executive Director, monitors and advises on monthly financial tracking, organizational budget, fundraising, financial procedures, taxes and the annual audit. The Finance Committee provides reports to the full board on a monthly basis, and also presents the annual audit, tax return and budget for full board approval. The Finance Committee also serves as the Audit Committee and is joined by an additional third party member to review the audited financials in late summer.
- **Fundraising Development Committee:** Convened by the Fund Development Director, with 2-3 other members. Meets at least Quarterly. Develops and implement fund development strategies. Brainstorms methods for raising funds, helps with connections to institutional funders, and liaises with the rest of the board and other members about giving.

**TRINITY CENTER BOARD APPLICATION FORM - 2022**

*Thank you for your interest in serving on Trinity Center's board of directors! We appreciate you filling out this brief application to give us a sense of your interest and background. The Board will review all applicants, talk with interested candidates, and develop a slate of nominations to be voted on at the Board Meeting on \_\_\_\_\_, and elected board members will be seated in \_\_\_\_\_.*

**CANDIDATE INFORMATION**

Name	
Organization/Company/Affiliation (if applicable)	
Title (if applicable)	

What has been your involvement and knowledge of Trinity Center's work to date (100 words max)

What interests you in serving on Trinity Center's Board? What do you think you would contribute and what would you like to learn? (250 words max)

What skills can you bring to the Board based on your personal or professional experience? (250 words max)

Have you served on a nonprofit board or held other types of relevant volunteer positions (neighborhood or tenant groups, appointed commissions, school involvement, etc.)? (100 words max)

*Geography and Demographics (thank you for answering these optional questions so we can ensure that our board best reflects the diversity of the East Bay):*

Areas of Expertise	
Racial/Ethnic Identity	
Gender and Pronouns	
East Bay Cities or Counties where you work	
City of Residence	

*Please provide the contact information for a professional reference:*

<i>Name</i>	
<i>Email</i>	
<i>Phone</i>	

*Is there anything else you'd like to share about your candidacy?*