



# California Job's Daughters Foundation, Inc.

## Board of Trustees Application

Name

Address

Contact Phone

City

E-mail

State

Zip

Positive contribution I can make to the Foundation:

Talents, skill and interests:

If selected how can you best serve the Foundation?

In order of preference, what committees would you like to serve on:

Audit

Donations

Scholarship

Charity

Fund Raising

Finance and Investments

Marketing and Promotion

Website

Business Procedures

Executive

I realize that the Board of Trustees is a total volunteer board (Bylaws Article IV, Board of Trustees, Section 4.17). No member of the Board of Trustees shall receive compensation for services on the Board or on a committee of the Board. I have obtained Certified Adult Volunteer status from Job's Daughters International. I am interested in being a part of this Board for a three-year term.

CAV#

Date

Signature

Submit to  
California Job's Daughters Foundation, Inc.  
Sharron Porter, Secretary  
2449 Presidential Dr  
Tulare CA 93274  
or [secretary@cajdfoundation.org](mailto:secretary@cajdfoundation.org)  
Deadline: September 30



## California Job's Daughters Foundation, Inc.

If you would like to become a member of the Foundation's Board of Trustees. Terms are three years in length. Complete a Board of Trustees Application form listing your areas of expertise and interest, and then submit it to the Secretary of the Board of Trustees either by mail at 2449 Presidential Dr, Tulare, CA 93274 or email to [secretary@cajdfoundation.org](mailto:secretary@cajdfoundation.org) by September 30. All applications will be reviewed by the California Job's Daughters Foundation, Inc. Board of Trustees. Members are elected at their October meeting. If you would like more information on being a Board Member consider reading *The Ultimate Board Member's Book* by Kay Sprinkel Grace. It is a very informative 1-hour guide to understand and fulfilling your role and responsibilities.

### MISSION STATEMENT

The California Job's Daughters Foundation, Incorporated is a public benefit Foundation whose primary aim is to provide finances to encourage and promote the development of good citizenship, sound character, leadership skills of eligible young women of California, and philanthropic organizations. (Policies and Procedures, 3.1)

### PURPOSE

The corporation is formed primarily to receive gifts, grants, and contributions for use in the encouragement and development of good citizenship and sound character among youth, teaching clean upright living by inculcating and teaching the virtues of friendship, reverence, love of parents and guardians, patriotism, courtesy and fidelity. (Bylaws, Article II, Section 2.01)

### DUTIES OF MEMBERS OF THE BOARD OF TRUSTEES

1. To attend the Annual meeting of the Board of Trustees which is the Friday preceding third Saturday of January.
2. To attend all regular meetings of the Board of Trustees unless prevented by a reasonable excuse.
3. Be available to work on various committees of the Foundation.
4. Understand and observe the confidentiality of matters discussed at all meetings of the Trustees.
5. Promote the Foundation and its objectives at every opportunity.
6. Understand that the California Job's Daughters Foundation Board of

Trustees is comprised of volunteers and that the Trustees receive no compensation for services.

7. Hold a valid Certified Adult Volunteer card from Job's Daughters International throughout elected term.
8. Committees
  - a. Auditing Approves bills each meeting and does examination of accounts.
  - b. Finance and Investments Oversees and proposes best practices of our monies
  - c. Donations Sends yearly letter for sponsorship and takes care of acknowledgments
  - d. Marketing and Promotion Prepares Brick by Brick newsletter, displays, flyers, brochures, and selects promotional giveaways to promote Foundation and Job's Daughters
  - e. Scholarship Reviews applications and awards scholarships
  - f. Website Updates and monitors site
  - g. Charity Suggests worthy organizations to contribute to
  - h. Business Procedures Reviews Bylaws, Policies and Procedures so they do not conflict, suggests changes as needed, and checks Grant applications for compliance and adherence to our purposes, then makes recommendations
  - i. Fund Raising Everyone is part of Foundation activities by identifying, planning, and conduction financially sound projects and events to fund our goals
  - j. Executive The elected officers