



## Board of Trustees Application Form

Thank you for your interest in serving as a member of the Board of Trustees for The Parmenter Foundation. Our past and present Trustees have found serving on the Board to be a rewarding experience. Completing this form will help you understand the skills and time/resource commitments of this leadership position. You may find it helpful to read through the entire application and Board Member Responsibilities before you begin filling it out

### ***VISION***

To bring HOPE to MetroWest residents and their families during end-of-life and bereavement.

### ***MISSION STATEMENT***

The mission of The Parmenter Foundation is to provide support for compassionate end-of-life care and bereavement programs in MetroWest.

### **General Expectations**

1. Support The Parmenter Foundation's mission, purposes, goals, policies, strategies, values and programs.
2. Suggest possible nominees to the Board who are men and women of achievement and passion, who can make significant contributions to the work of the Board and progress of The Parmenter Foundation.
3. Actively serve on one or more committees of the Board.
4. Attend fundraising events and activities of The Parmenter Foundation and/or its grantees.
5. Serve as an ambassador by raising awareness about The Parmenter Foundation in MetroWest communities.
6. Serve as a trusted advisor to the Executive Director as s/he develops and implements the strategic plan.
7. Assist Executive Director as needed with the development of current and potential donors.
8. Contribute to an annual performance evaluation of the Executive Director.

### **Meetings**

1. Prepare for and participate fully in all Board's bi-monthly meetings and scheduled committee meetings (at least 2-4 hours per month).
2. Maintain confidentiality of the Board's executive sessions.
3. Suggest agenda items for Board and Committee meetings to ensure that significant policy-related matters are addressed.

4. Approve the Foundation’s annual budget, audit reports, and material business decisions; being informed, and meeting all, legal and fiduciary responsibilities.

**Avoiding Conflicts**

1. Comply with the Board’s Conflict of Interest Policy.
2. Avoid the appearance of a conflict of interest that might compromise the Foundation or Board and disclose any possible appearances of conflict to the Board in a timely fashion.

**Fiduciary Responsibility**

1. Faithfully read and understand the Foundation’s financial statements.
2. Assist in any way necessary to help the Board fulfill its fiduciary responsibility.

**Terms**

1. Board members shall serve a three-year term and be eligible for re-appointment for two additional terms.

**Development**

1. Consider the Foundation a philanthropic priority with the realization that the leadership role the Board plays in fund development is critical to soliciting contributions from others.
2. The development goal of the Board is to have 100% of its Trustees make a monetary donation to the Foundation annually. There is no required giving amount; however, it is expected that Trustees provide meaningful support by prioritizing giving to The Parmenter Foundation in the top 3 of his/her giving priorities.
3. Assist the Foundation with development of and implementation of fund development strategies.

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**CANDIDATE INFORMATION**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home phone number:** \_\_\_\_\_ **Cell phone:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Social Media Platforms & User Names** \_\_\_\_\_

**Educational Background:** \_\_\_\_\_

**Professional Background:** \_\_\_\_\_

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**Previous Board/Volunteer/Nonprofit Experiences:** \_\_\_\_\_

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**Other Memberships, Current Organizational Affiliations, Achievements, etc:** \_\_\_\_\_

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**Briefly describe why you are interested in joining our Board of Trustees:** \_\_\_\_\_

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<b>Skills, Experience &amp; Interests (check all that apply):</b>		
<input type="checkbox"/> Bereavement Care	<input type="checkbox"/> Education	<input type="checkbox"/> Palliative Care
<input type="checkbox"/> Board Development	<input type="checkbox"/> Financial Management	<input type="checkbox"/> Program Development
<input type="checkbox"/> Clergy/Funeral Director	<input type="checkbox"/> Fundraising	<input type="checkbox"/> Public Relations
<input type="checkbox"/> Communications	<input type="checkbox"/> Marketing	<input type="checkbox"/> Social Work/Counseling
<input type="checkbox"/> Community Networking	<input type="checkbox"/> Nonprofit Experience	<input type="checkbox"/> Strategic Planning

**Other information including additional skill(s), experience and/or interests?** \_\_\_\_\_

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**Your Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_