



Board Member Application & Position Description

Licensed in Oregon and Washington, OA&FS is a 501(c)(3) non-profit organization whose mission is to support expectant parents in exploring all of their pregnancy options in an atmosphere of dignity and respect. When the choice is adoption, we facilitate child-centered open adoptions. We assist birth parents and adoptive parents as they create healthy, long-term relationships that address the ongoing needs of the child. We are headquartered in Portland and have offices in Eugene and Seattle.

Board Membership:

Our Board is an energetic, creative, knowledgeable, connected, and visionary group who is passionate about the mission and services of OA&FS. The OA&FS Board ensures that the organization does the best work possible in pursuit of its mission. Board members oversee the strategy, goals, and good governance of OA&FS' efforts and are responsible for the financial health of the organization. Additionally, the Board oversees the Executive Director, who is responsible for day-to-day management of the organization.

The Board has up to 12 directors. Board terms are for three years, and there is a limit of two consecutive three-year terms. Board positions require a commitment of meaningful time and energy throughout the year. Candidates are encouraged to consider their personal priorities as well as the ways they can contribute to the development of the organization.

Board member responsibilities include:

- Attendance at regular Board meetings (average of four 2-hour meetings per year). These are currently held virtually. In some years, the Board has held additional meetings, such as strategic planning sessions, trainings, etc.
- In accordance with the modern meeting, Board members thoroughly review the Board Meeting Packet during the week prior to the meeting. This takes one or more hours.
- Participation in Board committee work. Committees meet at least quarterly. In addition to ongoing committees, there are opportunities for project-based/ad-hoc committee work.
- Active electronic conversations between meetings.
- Attendance at OA&FS community events. These typically include the summer picnic and winter holiday gathering.
- Board members can expect to spend an average of 3 hours per month, or more as needed, on work related to the OA&FS.
- Staying abreast of issues, trends, current events related adoption, reproductive justice, and the communities we serve.
- Acting as an ambassador by promoting the agency in the community and connecting to your network to facilitate introductions to potential supporters and partners.
- Demonstrating a personal commitment to the financial health of the organization by giving an annual gift of any amount.
- Supporting fundraising campaigns.

Resources available to prospective Board members:

- Example of a Board Meeting Packet
- Board Governance Documents (Bylaws, Committee Charters, Board Member Agreement, Board Policies (and others upon request)
- FY Budget
- Program Overview

To apply:

Send the Board Application (page 3 of this document) to Suzie Williams: suzie@openadopt.org (subject line "Board Member Application").

Don't hesitate to reach out if you have any questions or would like contact information for the Nominations Committee Chair.

Thank you!

(SEE NEXT PAGE FOR APPLICATION)



Application for Board Member Candidacy

Please send the completed application to: Suzie Williams, suzie@openadopt.org. Your application will be distributed to OA&FS Board members and will aid in our understanding of how you would like to contribute to our organization's work.

Name:

Street Address:

City, State, Zip:

Cell Phone:

Email:

1. Why are you interested in serving on the OA&FS Board?
2. Briefly describe your academic and professional background, and other relevant experience. You may also attach your resume.
3. Please describe the specific expertise, skills, or qualities you bring and the contributions you hope to make to this board.
4. Please list your current and/or prior experience serving as a Board member or community volunteer.
5. What expectations do you have of this board that would help make your board service impactful and meaningful?
6. Please share any other information you feel is important as we consider your application to serve as an OA&FS Board Member.