

This referral form is designed for the purpose of submitting names of individuals as possible candidates for a position on the Board of Directors, Board Development Committee, or a committee/task group. It does not indicate this person will be nominated.

Please do not contact the individual you are referring - that will be handled by a member of the Board Development Committee.

Send completed form to Cheryl Drinnen at cheryldrinnen@gsw.org

Referral being submitted by: _____ Date: _____

Please check the position(s) you feel this person would be best suited for (check all that apply):

- Board of Directors Board Development Committee
 Investment Task Group Audit Committee

Name of Prospect:		
Address:		
City:	State:	Zip:
Home #:	Cell #:	
Business #:		
E-mail:		
Place of Employment:		
Position:		

Please check all areas that you feel best describe the individual:

- Special Skills:** Fund Raising Education/Youth Development Finance/Accounting
 Human Resources Business Law Property Public Relations/Marketing
 Strategic Planning Technology Young Women/Girl Leadership
 Other: _____

- Community Connections:** Corporate Education Media Philanthropy
 Small Business Social Services Religious Organizations
 Other: _____

- Resources:** Able to Make a Personal Gift Access to Individuals Who Can Contribute
 Access to Other Resources (Foundations, Corporate Support)

Affiliation or History of Girl Scouting: Does the candidate have any known affiliation or history of Girl Scouting (i.e. alum or current/former volunteer or parent)? This is not required but it would be helpful to know.

- Yes, please list: _____ No Unknown

Descriptions

Board of Directors – Sets the strategic direction for the council and ensures that necessary resources are in place to support the work of the council. The board provides oversight and compliance and regularly reviews the performance of the CEO. In addition, the board establishes a process for two-way communication with the membership when making critical decisions. Board members must be able to govern with an emphasis on outward vision, rather than internal preoccupation; strategic leadership, rather than administrative individual decisions; future, rather than past or present focus; and proactivity, rather than reactivity. The board meets five times per year (four times in person) to carry out its work and may have additional task group meetings. Members serve for a two-year term and may be reelected for up to two additional two-year terms.

Board Development Committee – Actively seeks, identifies, recruits, interviews, and assesses prospective candidates for the board of directors and the succeeding board development committee. It ensures a balanced and diverse single slate of nominees for the board and board development committee. In addition, the board development committee provides a continuing education for all board members. The board development committee meets monthly, by conference call, September – February. Additional meetings may be necessary. Members serve for a two-year term.

Audit Committee – Assists the board in performing the duties and responsibilities of the board with respect to the auditing functions. The audit committee has the authority to provide for the conducting of investigations it deems appropriate, to contact directly independent auditors, the finance staff, and other advisors and require them to provide any information needed. The audit committee recommends to the board the engagement of an independent public auditing firm to perform the annual audit and meets with the auditors to review the audit plans, scope, and engagement letter. Members should have financial experience or knowledge and at least one should have auditing experience. The audit committee meets 2-3 times per year and can do so by phone or in person.

Investment Task Group – Oversees the council’s investments and monitors the investment managers to ensure that the investment policy statement is being carried out as designed. They meet twice per year with each investment manager to review the current investments and to hear any concerns or recommendations. This task group is accountable to the CEO and provides advice and counsel concerning investments. Members should have knowledge of investments and/or finance and be willing to review investment reports. Meetings are held twice per year and may be attended by conference call.

