



GIRLS ROCK CAMP MADISON

APPLICATION FOR APPOINTMENT TO THE BOARD OF DIRECTORS

AGENCY DESCRIPTION:

Girls Rock Camp Madison is a 501 (c) (3) agency based in Madison, Wisconsin. GRC Madison is a week-long day camp for girls focusing on building positive self-esteem through music. Camp includes instrument instruction, band practice, a variety of workshops and a final showcase where each band will play in front of an audience of friends, family and screaming fans. Camp is open to girls ages 8 to 18 and is run by Madison-area musicians, performers, teachers and community leaders.

OUR MISSION:

To support a culture of positive self-esteem and collaboration among girls while building community through music.

OUR VISION:

Girls Rock Camp Madison envisions a community where all girls have the opportunity to experience music in a safe space where they can develop their full potential to be strong, talented, creative and empowered individuals.

BOARD MEMBER JOB DESCRIPTION

Approach to Governance:

We believe the Board's role is to ensure Girls Rock Camp Madison establishes and maintains the trust of the community by being clear in its mission. The board has a fiduciary responsibility to the organization and, ultimately, to the larger community. The board will ensure that the organization secures the resources needed to accomplish its mission, vision, and goals and that those resources are utilized in a reasonable, appropriate, and legally accountable manner. As a fundraising board, our meetings focus on fundraising initiatives, strategic planning, financial oversight, and assessing our progress. As a fundraising board, we do not focus on programming or curriculum.

Term:

Board members are initially appointed for 2 year terms as approved by the majority of board members. Board members are reviewed annually by board president and vice president. Any board member who is not fulfilling obligations of board service will be notified by the board president and may be asked to step down or resign from the board prior to completion of their 2 year term. Board member appointments are renewable at the end of the two year term after review and request by the president and vice president and subsequent approval by a majority of board members for up to three more terms for a maximum of 8 consecutive years of service. Former board members may reapply and be reappointed to the board after a hiatus from the board of at least one year. Board members may serve as advisory, non-voting members during their hiatus.

Primary Responsibilities:

- Fiduciary Oversight and Fiscal Stewardship
- Strategic Planning and Oversight
- Fundraising
- Legal/Oversight in collaboration with Directors
- Marketing/Promotions
- Community Relations
- Nonprofit Leadership/Program Evaluation

Fundraising:

Board members will help organize fundraising events. In addition, board members are expected to attend fundraising events and participate in annual and special campaigns. In the near future, we may start a capital campaign in which all board members will be expected to play a prominent role.

BOARD COMPOSITION

Girls Rock Camp Madison Executive and Music Directors:

GRCM Executive and Music Directors attend Board meetings to provide insight/guidance but are not technically Board members, therefore do not participate in Board voting.

Officers:

- **Chair/President of the Board:** Chief voluntary officer of the organization responsible for organizing and conducting the meetings of the board, facilitating the board's work as a team, and ensuring board activities are conducted in an effective manner. Oversees performance of the Executive Directors.
- **Co-Chair/Vice President:** Assists Chair/President as needed. Responsible for strategic planning and reviewing the organization's mission/vision annually, bringing any recommendations to the Chair/President and board.
- **Secretary:** Prepares meeting minutes and retains accurate records of official documents (organization bylaws, legal notices, filings, meeting minutes). Works with the Executive Directors to carry out the legal secretary functions.
- **Treasurer:** Oversees the processes of financial management and accountability for the organization, helping make sure all resources are used appropriately. Documents and retains financial reports and records. Works with the Executive Directors to carry out the treasurer functions.

Members/Members at Large:

Provide foresight, oversight, and insight. Participate in board meetings and special events. Usually contributes a specialization to the board (Public Relations, Grant Writing, etc.).

Past President:

Advises new president. Participates in board meetings and special events. (Non-voting).

BOARD MEMBER TIME COMMITMENT

Board meetings:

Full board meetings: Minimum: three 2+ hour in person meetings annually held on evenings or weekends;

Additional time commitments: service on board appointed subcommittees, reviewing materials prior to board meetings, volunteering to help with GRC activities and events,

Orientation Meeting:

There may be an additional orientation meeting outside of quarterly meetings for the purpose of onboarding new board members. Attendance is mandatory.

Other:

Attendance at special events or special planning sessions may also be required.

SELECTION PROCESS:

Board members and staff identify prospective board members who have demonstrated leadership and commitment to values shared by GRC Madison. Prospective board members are invited to complete an application for review. The application is reviewed by the board and executive directors (membership committee). Prospective board members who are deemed a good fit are invited to attend an event (showcase, special event, or meeting). If the board and the prospective board member wish to proceed, the prospective board member is interviewed by the board and executive directors.

To be compliant with Board of Director conflict of interest policies and practices, Board members and their immediate families members must not be employees of GRC in any capacity. Board members and their immediate family members are also ineligible for any GRC benefits such as scholarships to camp, or free or discounted GRC merchandise beyond promotional material required for their position (e.g. GRC T-shirt to wear at events). They and their immediate family members are not eligible to win prizes in drawings or raffles.

PERSONAL INFORMATION:

Last Name: _____ First Name: _____

Phone: _____ Email: _____

Address (Street, City, Zip): _____

WORK INFORMATION:

Employer: _____ Title: _____

Address (Street, City, Zip): _____

Phone (work): _____

Responsibilities: _____

BACKGROUND INFORMATION:

You may attach a résumé **in addition** to completing this section.

1. **Describe your involvement in the community (experience with nonprofits, board membership etc.):**

2. Indicate your area(s) of expertise and briefly explain how the skills were acquired(educational degree, professional practice, etc.):

- BUSINESS MANAGEMENT _____
- COMMUNITY OUTREACH _____
- DATABASE TRACKING _____
- EDUCATION/TEACHING _____
- EQUITY, INCLUSION AND ENGAGEMENT _____
- FINANCE _____
- FOREIGN LANGUAGE SKILLS (which language, basic, fluent or native, speaking, reading/writing or both) _____
- FUNDRAISING _____
- GRANT WRITING _____
- LAW _____
- LOBBYING/GOVERNMENT _____
- MARKETING _____
- MUSIC INDUSTRY _____
- NONPROFIT LEADERSHIP _____
- SOCIAL MEDIA/MEDIA SKILLS _____
- STRATEGIC PLANNING _____
- WEB PAGE DESIGN AND DEVELOPMENT _____
- OTHER _____

3. Describe the qualities you wish to share and the contributions you can make if elected to our board:

4. Why are you interested in serving as a Girls Rock Camp Madison board member?

5. **What title would you be interested in holding if elected to our board (secretary, treasurer, member, etc.)?**

6. **Other information you would like us to know:**

Thank you for your interest in the Board of Directors for Girls Rock Camp Madison.

Please email completed application to:

grcmadison@gmail.com