

Utah Domestic Violence Coalition

Advocate • Collaborate • Educate

124 S 400 E, Suite 430 • Salt Lake City, Utah 84111 • (801) 521-5544

PROSPECTIVE BOARD MEMBER NOMINATION PACKET

Thank you for your interest in nominating a potential candidate to the Utah Domestic Violence Coalition (UDVC) Board of Directors, the governing body with the important responsibilities of governance, strategy and policy-setting for the UDVC in accordance with our organizational Bylaws.

UDVC's Purpose & Mission

Utah Domestic Violence Coalition (UDVC) is a private non-profit organization recognized nationally for providing expertise concerning issues of domestic and sexual violence to member programs, community partners and others in Utah. We advocate for the development of policies and practices that enhance victim safety and empowerment while raising awareness of the need for prevention and intervention.

A membership structure is utilized to ensure the voices of victims and local communities remain central to our work and mission. Membership is comprised of non-profit victim service agencies and other allied agencies across Utah. Coalition professionals provide technical assistance and training to member programs and community partners throughout the entire state.

As a 501(c)3 non-for-profit organization, Utah Domestic Violence Coalition is comprised of voting members from across the state and various disciplines and a Board of Directors who are **committed to creating a state where domestic and sexual violence are intolerable**.

UDVC Governance Committee Roles & Responsibilities

The Board Governance Committee is responsible for identifying, recruiting, nominating, orienting, evaluating and supporting new Board Members. The Governance committee is also responsible for the board nominating and elections process.

UDVC Board Composition

When considering individuals that you would like to nominate to serve on the UDVC Board, please note that the UDVC's goal is to have Board leadership that assures equitable representation of its members, regardless of gender, age, race, ethnicity, religion, sexual orientation and handicapping condition.

Board Members must also be independent of **conflicts of interest**, believe in and support the mission of the UDVC and possess skills, talents, and resources to govern effectively.

- Please review the current **Board Roster** ([Attachment A](#)).
- The UDVC Board will consist of no fewer than seven (7) and no more than twelve (12) members at any one time.
 - In line with UDVC's Bylaws (Article 3.3) governing the constitution of the Board:
At least a quarter (25%) of directors must have extensive experience of working for a primary purpose, nonprofit, nongovernmental domestic violence service provider. A primary purpose domestic violence service provider is one that operates a project of demonstrated

effectiveness, carried out by a nonprofit, non-governmental, private entity or a tribe or tribal organization, that has as its project's primary-purpose the operation of shelters for victims of domestic violence and their dependents; or provides legal aid, advocacy, or self-help services to victims of domestic and sexual violence. These services are based on a community-based survivor empowerment model.

Officers of the Board

- The Officers of the Board are drawn from and elected by the Board Members at the Board meeting closest to the start of the fiscal year (October 1st).
- Anyone standing for election as a Board Member could potentially be selected as an Executive Officer (Chair-elect, Secretary, Treasurer) and should be prepared to undertake additional responsibilities.
- The UDVC Governance Committee would discuss the nomination of any Board Member for an Executive Officer position in advance.

Nominations for UDVC Board Membership

- The Governance Committee has prepared a **Nomination Form** for use in the Board Member Nomination process ([Attachment B](#)).
- Nominations for Board Membership can be made at any time of year.
- The Board Membership Cycle runs for 3 years (from October 1st - September 30th) and is renewable once.
 - If an application is submitted mid-year, the applicant will be required to complete the current year before the 3 Year Cycle commences.

Board Responsibilities

Serving on the UDVC Board is an extraordinary opportunity for strategic and future focused leaders who are passionate about the UDVC's purpose and mission. The primary role of the UDVC Board is to provide mission-based visionary leadership and strategic governance to enhance the services and supports provided throughout the state of Utah.

UDVC Board Members will serve a three-year term and may be eligible for re-appointment for one additional term. Board meetings will be held four times per year and committee meetings may be held in coordination with board meetings and/or by conference call. Board Membership duties include all those ordinarily found in best practices of 501^{(c)(3)} non-profit governing boards, including but not limited to:

- Approval of an annual operating budget.
- Receipt and review of quarterly financial statements from the Executive Director and/or the Treasurer, review annual audit with external auditor, and, in general, ensure that all fiduciary duties of the Board are fulfilled.
- Approves and implements policies and bylaws of UDVC to guide Coalitional work.
- Hiring and evaluation of the Executive Director and receipt of reports from the Executive Director concerning his or her duties and activities.
- Assist the Executive Director and Board Chair in identifying and recruiting UDVC Board Members of influence and affluence.
- Represent UDVC to member programs, stakeholders and media partners - serving as an Ambassador for the organization.
- Development of strategic plans that derive from and further the mission and objectives of the UDVC.
- Organization of an Annual Membership Meeting of the Coalition at which the general work, accomplishments and plans of the Coalition (and other business as deemed appropriate) may be discussed.

- Board Membership may require occasional travel - Regular meeting travel expenses will not be covered by UDVC.
- Make attendance at board, committee and coalition meetings an absolute priority;
- Serve on committees or task forces and take on special assignments to enhance UDVC's efforts.
- Participates in UDVC trainings and activities.
- Shared responsibility and commitment to the social justice work at the core of the movement, including a personal commitment to addressing "isms" within society and inequities within and without our systems.
- Consider UDVC a philanthropic priority and make a commitment to the financial health and vitality of the organization:
 - Support & participate in fundraising efforts.
 - Commit to make an annual financial gift (give or get) to UDVC.

Board Commitment

- Board Members serve for a term of three (3) years, which is renewable once.
- There are four (4) quarterly Board Meetings a year that Board Members are expected to attend in person or by conference call.
- There are four (4) quarterly Coalition Meetings a year that Board Members are expected to attend in person or by conference call.
- There are three (3) Standing Committees of the Board, one of which Board Members are expected to actively participate in—either in person or by conference call:
 1. Executive Committee
 2. Finance Committee
 3. Governance Committee
- Board Members will make an annual financial donation in an amount significant to them (there is no minimum or required amount). The Board of Directors is committed to 100% Board giving.

Criteria for Eligibility to Serve on the UDVC Board of Directors

UDVC recognizes the need to recruit individuals who can bring these valuable skills, experience and expertise to the Board:

- | | | |
|------------------------------|------------------------------|-------------------------------------|
| • Business/Corp. Leadership | • Gov't/Legislative/Advocacy | • Technology/Digital Media |
| • Banking/Finance/Investment | • Legal | • Real Estate/Facilities Management |
| • Accounting (CPA) | • Marketing/Branding | • Nonprofit Management |
| • Fundraising/Development | • Public Relations/Media | |
| • Human Resources | • Philanthropy | |

UDVC also recognizes the importance of seeking individuals that have:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy or the non-profit sector combined with willingness to access personal and professional networks on behalf of the UDVC.
- Demonstrated a commitment to UDVC through participation on a related committee, work group, task force, statewide project, or ad hoc committee.
- A commitment in the field of domestic violence.
- A strong knowledge and support of the UDVC's mission, vision and strategic direction.
- Savvy diplomatic skills and a natural affinity for cultivating relationships, convening, facilitating, and building consensus among diverse individuals.
- Personal qualities of integrity, credibility, and a passion for improving the lives of others.

Election of Board Members

Procedure

1. **Nomination Forms (Attachment B)** will be available for all persons wishing to make nominations. The form may also be obtained on the UDVC website or by contacting cdavies@udvc.org.
 - a. While self-nominations will be accepted, it is expected that nominators, on behalf of the candidates whom they are nominating, will submit most nominations.
2. The Governance Committee will review all nominations submitted, schedule interviews as appropriate, and make recommendations to the UDVC Board of Directors for consideration and approval prior to circulation to the membership.
3. Approved Nominees will be sent a **Conflict of Interest Statement** by the UDVC Governance Committee.
4. A final slate of candidates will be circulated to the voting membership no less than 14 days before the Annual General Meeting at which the election for new Board members will take place. A candidate will be elected to the Board if the candidate receives the majority number of votes.
5. All nominees will be informed of their status upon completion of the process.

Additional Information:

- Board Membership is defined in the Coalition's **Bylaws** (Articles VI, VII, and VIII):
 - Please refer to the attached **Bylaws (Attachment C)**, paying particular attention to **Articles VI - X** for responsibilities of the Board, eligibility, conflicts of interest, duties, meetings, and committees.
- To be implemented in the near future: All nominees must be current members of UDVC for at least 1 year prior to their nomination and/or election to the Board of Directors.
- If you have any specific questions relating to your Board Membership, please email cdavies@udvc.org.

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BOARD NOMINATION FORM

NOTE: Nominators must obtain the signed approval of the person being nominated prior to submitting this form to the UDVC Governance Committee. If this is a self-nomination, please check the box below in the Nominee section and complete the required information.

Nominator Information

Date of Nomination	
Name	
Address	
Office Phone	
Cell Phone	
Email Address	
UDVC Affiliation	<input type="checkbox"/> Former Staff <input type="checkbox"/> Current Staff <input type="checkbox"/> Former Board <input type="checkbox"/> Current Board <input type="checkbox"/> UDVC Member <input type="checkbox"/> Other _____
Dates of Service	

Nominee Information

Self-Nomination	<input type="checkbox"/> Yes <input type="checkbox"/> No
Nominee Name	
Nominee Address	
Nominee Office Phone	
Nominee Cell Phone	
Nominee Email Address	
Place of Employment	
Employment Title	
UDVC Affiliation	<input type="checkbox"/> Former Staff <input type="checkbox"/> Current Staff <input type="checkbox"/> Former Board <input type="checkbox"/> Current Board <input type="checkbox"/> UDVC Member <input type="checkbox"/> Other _____
UDVC Membership Name	
Dates of Service	

Demographic Information

The UDVC values the diversity of its members in skills, background, perspective, age, and ethnicity. To the best of your knowledge, please provide the following in connection to the nominee:

Ethnicity	
Age	<input type="checkbox"/> Under 31 <input type="checkbox"/> 31-40 <input type="checkbox"/> 41-65 <input type="checkbox"/> Over 65

Professional Experience

- | | |
|--|--|
| <input type="checkbox"/> Business / Corporate Leadership | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Banking / Finance / Investment | <input type="checkbox"/> Marketing / Branding |
| <input type="checkbox"/> Accounting (CPA) | <input type="checkbox"/> Public Relations / Media |
| <input type="checkbox"/> Fundraising/Development | <input type="checkbox"/> Philanthropy |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Technology / Digital Media |
| <input type="checkbox"/> Government / Legislative / Advocacy | <input type="checkbox"/> Real Estate / Facilities Management |
| <input type="checkbox"/> Other: (Please Specify) _____ | <input type="checkbox"/> Nonprofit Management |

Background & Experience

In the sections below, please detail the background and experience, contribution to UDVC, and commitment to mission that make this nominee a great candidate for the UDVC Board of Directors.

<p>I. Background & Experience</p> <p>Please detail the professional experience and volunteer work, including board participation and any elected or appointed offices.</p> <p>Please attach a recent biography (if available).</p>	
<p>II. Contribution to the UDVC</p> <p>Why do you believe this individual will serve as an effective UDVC Board Member?</p> <p>What skills, capabilities, experience, resources, perspectives and/or attributes do you believe this individual will provide to the UDVC Board of Directors and organization?</p> <p>Will this individual represent the best interests and perspectives of the UDVC (a statewide organization)?</p>	
<p>III. Mission Commitment</p> <p>Describe how the nominee lives and embodies the mission of the UDVC.</p>	
<p>IV. Additional Comments</p> <p>Please list other ways in which the nominee will contribute to the UDVC Board (optional):</p>	
<p>I am including the following attachments:</p>	<p><input type="checkbox"/> Recent resume or Curriculum Vitae</p> <p><input type="checkbox"/> Biography <input type="checkbox"/> Photo</p>

Nominee & Nominator Signatures

Nominee Nomination Acceptance	<i>I accept this nomination to the UDVC Board of Directors and I have read and agree to the Board Member Responsibilities.</i>
Nominee Printed Name	
Nominee Signature	
Nominee Signature Date	

Nominator Signature	
Nominator Signature Date	