



rising for domestic peace

**Domestic Abuse Women's Network (Dawn)  
Board of Directors  
Job Description (volunteer position)**

Dawn's Board of Directors is legally and financially responsible for activities of the agency and ensures that Dawn is true to its mission. The Board is a policy-making and fundraising body that ensures the capacity for appropriate and effective fiscal and programmatic management of the agency.

**Responsibilities**

1. Ensure that our philosophy regarding the issue of domestic violence, the relationship of Dawn to the survivors and children we serve, and the community at large is reflected in our mission statement.
2. Establish policies and procedures for the agency in accordance with the Bylaws and Articles of incorporation.
3. Facilitate the establishment of long-range goals in support of the stated mission and develop reasonable strategies to meet those goals.
4. Maintain legal and financial responsibility for the Agency through development of sound fiscal and operational policies.
5. Review and approve an annual budget developed by the Executive Director; review monthly/quarterly financial statements and ensure that an annual audit is conducted.
6. Hire, recruit, supervise, and evaluate the performance of the Executive Director.
7. Keep up-to-date with local, state and national trends related to violence against women issues and not-for-profit Board Management.
8. Function as an ambassador for Dawn in the community at large.

**Primary Activities**

1. Attend scheduled Board meetings.
2. Implement work plans through consistent participation in standing and ad-hoc subcommittees.
3. Conduct auction procurement and major donor-sponsorship development
4. Represent Dawn as appropriate, at public forums (i.e., city council meetings, public hearings, the legislature).
5. Support fund development efforts of Dawn by attending events (could also include United Way events that directly impact Dawn).

**To Apply:** This position is open until filled. To apply, please submit your resume and cover letter to [info@dawnonline.org](mailto:info@dawnonline.org) with the subject "Board of Directors " in the subject line



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**BOARD OF DIRECTORS  
Candidate Application**

Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Current Occupation \_\_\_\_\_

**Areas of Expertise (please check all that apply)**

- |   |   |
|---|---|
| <input type="checkbox"/> Business/Corporate             | <input type="checkbox"/> Human Resources                            |
| <input type="checkbox"/> Education                      | <input type="checkbox"/> Legal                                      |
| <input type="checkbox"/> Financial Management           | <input type="checkbox"/> Public Relations/Marketing                 |
| <input type="checkbox"/> Fundraising                    | <input type="checkbox"/> Non-Profit management                      |
| <input type="checkbox"/> Government                     | <input type="checkbox"/> Philanthropic community                    |
| <input type="checkbox"/> Public Speaking                | <input type="checkbox"/> Volunteer Management                       |
| <input type="checkbox"/> Insert organizational industry | <input type="checkbox"/> Strategy/Systems Thinking & Social Justice |

Other areas of expertise/skills:

\_\_\_\_\_  
\_\_\_\_\_

How did you learn of Dawn? \_\_\_\_\_

Current Relationship to Dawn? \_\_\_\_\_

\_\_\_\_\_

History of Community / Volunteer Services

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Membership in Civic/Professional Associations

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Prior Board Experiences

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Special Interests/Hobbies

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What areas of the Dawn Board are of interest to you?

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How will being a Dawn Board member be good for you personally?

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From our experience, Board Members spend a minimum of 10 hours per month on Dawn work. Depending on your level of involvement and commitment, this time might increase. Do you see this as a problem? \_\_\_\_\_

Date of availability for Board Service

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Please supply two references: At least one should be from someone with whom you have worked in an employment capacity or as part of a group. (Note references will not be contacted until after meeting with Board Chair/Executive Director)

1. Name: \_\_\_\_\_

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

Telephone

#(s): \_\_\_\_\_

2. Name: \_\_\_\_\_

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

Telephone

#(s): \_\_\_\_\_

Please allow my name to stand for nomination to the Dawn Board of Directors. I am willing to commit my time, energy and passion to Dawn.

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

Please note: *Any appointments to the Dawn Board are contingent upon signature of an oath of confidentiality and a policy background check.*