



BOARD OF DIRECTORS NOMINATION FORM

NAME: _____ DATE: _____
(Please write name as you'd like it to appear in all materials)

To be eligible for the NAMI California Board of Directors you must be a dues-paying member of a local NAMI affiliate, submit a completed nomination form with all corresponding documents by the due date. Late submissions or submissions not containing appropriate documents will not be considered eligible. Affiliate endorsement is required, if your affiliate at any time withdraws its support, you will not be deemed eligible as a candidate.

The Board must consist of at least 75% of persons who have or have had a serious mental illness, or a family member of a person with a serious mental illness; 25% of the Board can be persons other than consumers or family members who have an interest in NAMI California affairs and who have strengths that our organization can benefit from. To ensure compliance with this requirement, all Board candidates and members are asked to identify if they have had a lived experience of serious mental illness, whether as a consumer, family member, both, or neither. The term of office is three (3) years. A director may serve two (2) full consecutive terms.

The following items are to be completed by the nominee:

1. NOMINEE'S OCCUPATION: _____

MEMBER OF: _____ NAMI MEMBER FOR: _____ YEARS

EMPLOYED BY: _____
(If self-employed, please indicate and give name of firm)

HOME ADDRESS: _____

CITY: _____ ZIP: _____ PHONE: _____

EMAIL: _____

2. Consumer Family Member Community Member *(select no more than two)*

3. EDUCATIONAL BACKGROUND - DEGREE/DIPLOMA:

4. LOCAL NAMI ACTIVITIES (Board of Directors, Committees, etc.):

NAMI CALIFORNIA ACTIVITIES:

NAMI NATIONAL ACTIVITIES:

5. OTHER RELATED VOLUNTEER ACTIVITIES (*past and present, Local Mental Health Advisory Board, Commissions, etc.*):

6. What priority are you putting on attendance at Board meetings (*one being the lowest*)?

1 2 3 4 5

7. STATEMENT OF WILLINGNESS TO SERVE (Please state briefly why you are interested in serving on the Board of Directors, what changes you would like to accomplish, and your interest in mental illness. In the interest of fairness to all candidates, limit your statement to 300 words. **We will drop sentences exceeding 300 words and WILL NOT edit your statement.** (Use attachment if necessary)

"I have read and fully understand the Statement of Agreement, and the Functions & Responsibilities of a Board of Directors, and agree to carry out the responsibilities if elected to serve. I have also read and agree to the Board Member Responsibilities and Code of Ethics"

SIGNED: _____ DATE: _____
(Nominee)

ENDORSED BY: _____ DATE: _____
(Affiliate Representative)

Please send an electronic photo with your completed application. Image Sent:

PLEASE COMPLETE AND RETURN THIS FORM TO:

NAMI California
ATTN: Lena Williams
1851 Heritage Lane, Suite 150
Sacramento, CA 95815
E-mail: lena@namica.org

Important Reading for All Board of Directors Nominees

FUNCTIONS & RESPONSIBILITIES OF A BOARD OF DIRECTORS

1. Determine, interpret, and advance the unique mission of the organization among members and the general public. The Board must ensure that the organization has a written mission statement and that this document is used in determining the strategic plan of the organization. The Board needs to review the mission statement periodically to ensure it reflects current goals, programs, and member needs.
2. Ensure effective organizational planning. The Board should be involved in creating a strategic organizational plan (long and short term goals and objectives) and work closely with staff in determining priorities, timeline, and cost estimates for items in the plan.
3. Make a personal commitment. Commit to investing personal energy, skills, and resources toward helping the organization reach its goals and objectives. Have an understanding of the purpose, policies, and programs of the organization.
4. Enhance the organization's public image. The Board and its members can be effective spokespeople for the organization and should be part of an ambitious and effective public relations campaign. They should be active in community groups and communicate with professional, community, and/or government leaders.
5. Support and engage in fundraising. The Board holds the primary responsibility for fundraising. Board Members can open doors, influence large donors, and guide the fundraising effort.
6. Oversee organization resources. The Board must have a clear understanding of the organization's financial position. The Board must be involved in developing the annual budget which determines program, personnel, investment, and other association priorities. The Board must then monitor expenditures and income through monthly financial reports. Using an outside auditor will ensure that an effective internal control system is in place and that the Board is notified of any specific findings, concerns, or recommendations.
7. Engage in the recruitment of Board Members. Under the direction of the Board Development committee, participate energetically in recruiting new Board Members who will fill identified gaps in skill sets or other desired qualities.
8. Communication with staff. Know and maintain lines of communication between the Board and the staff. The Chief Executive Officer will know about all Board communication with staff. The Board has no authority to direct staff, as this is the job of the Chief Executive Officer.

9. Board meeting homework. Do your homework before Board meetings--read the relevant Minutes and committee reports and ensure necessary items are placed on the agenda.
 - *Note: All Board reports, agendas, meeting announcements, and other documents are sent through e-mail. A Board Member must have daily access to his/her e-mail to stay informed.*
10. Select and support the Chief Executive Officer. The Board must select and support its Chief Executive Officer. The Board is responsible for communicating with the Chief Executive Officer its expectations and clearly outlining that individual's responsibilities. The Chief Executive Officer is the employee of the Board and as such is required to implement policy and manage the day-to-day operations of the organization. The Board must have confidence in the Chief Executive Officer and provide that individual with the moral and programmatic support he/she needs to do the job.
 - *Note: When a Board Member communicates with the Chief Executive Officer, the Board President shall be copied on all e-mail communication. The Board President will direct the Chief Executive Officer at the request of the Board.*
11. Evaluate the Chief Executive Officer and assess its performance. The Board must provide frequent and constructive feedback and assess annually the performance of the Chief Executive Officer about predetermined organization goals, objectives, and position responsibilities. Also, Board performance should be assessed every year--how well is the Board functioning vis-à-vis the above responsibilities and how can it be improved?
12. Sign and comply with a conflict-of-interest policy.

BOARD MEMBER CODE OF ETHICS

As Board Members, we consider ourselves trustees of this organization and will do our best to protect, conserve, and advance its mission. As Board Members, we are motivated by a desire to serve our members, we are motivated by a desire to serve our members' needs and provide them the best opportunities possible through our organization.

We will attempt to appraise both present and future needs of the State we serve and do our best to translate them into the program of this organization.

As Board Members, we function as a policy-making body and not as administrative officers. Our responsibility is to assure that the organization is run properly. We hold the Chief Executive Officer responsible for the administration of the organization and we work through the administrative employees.

As members of the Board, we are aware of the proper duties and functions of Board Members. We have three fundamental duties:

The Duty of Care, which is being attentive, diligent, and thoughtful in considering and acting on a policy, course of action, or other decisions.

The Duty of Loyalty, which means I act in good faith to advance the interests of the organization and avoid personal interests that conflict with the organization's interests.

The Duty of Obedience, which requires obedience to the requirements of applicable laws, rules, and regulations, as well as honoring the terms and conditions of the organization's mission, bylaws, policies, and other standards of participation.

Individual Board Members hold an office of shared power and responsibility and recognize that Board business is transacted only with the rest of the Board. Individual Board Members exercise authority only as they vote to take action at a Board meeting.

STATEMENT OF AGREEMENT

All Elected Board Members Are Required to Sign this Agreement

As a Board Member of NAMI California, I understand that my duties and responsibilities include the following:

- I am fiscally responsible, with the other Board Members, for this organization. I must know what our budget is, and to be active in planning that budget, and help with the fundraising to meet that budget.
- I am legally responsible, along with the other Board Members, for this organization. I am responsible to know and approve all policies and programs, and to oversee the implementation of policies and programs. Also, I will be willing to contribute my expertise in other areas (e.g. marketing, lobbying, accounting, legal, etc.) to further the aims of the organization and provide input into the strategic plan and monitor the organization's progress towards achieving established goals. I know that if I fail in my tasks, and if the organization becomes the subject of a suit from a private person or the federal or state government, I may be held personally liable for the debts incurred. I will accept the Board Liability Insurance as the sole source of indemnification.
- I am morally responsible for the health and well-being of this organization. I have a Duty of Care, a Duty of Loyalty, and a Duty of Obedience that I will uphold. As a member of the Board, I have pledged myself to help realize the vision, which is: "NAMI California is the leading organization of individuals working with mutual respect to provide help, and health for those affected by serious mental illness."
- I understand and agree that, as a Board Member, my work on the Board will be focused solely on issues that benefit the state organization, NAMI California. The interests of my local Affiliate cannot take precedence over the interests of NAMI California.
- I understand that individual agendas – however relevant to the population that NAMI California serves--must be subordinate to the overall aims of the organization. Acting out of self-interest or being single-minded about the implementation of a specific idea or program is discouraged. Board Members are expected to be collaborative and work toward the goals of the Board as a whole.

- As a Board Member, I agree to spend, at a minimum, an average of 12 hours per month on NAMI California Board business. This is in addition to the required number of hours spent at Board meetings. I will attend all Board meetings held four times a year and be available for a phone consultation. I agree to be an active member of committees to which I am assigned to further the goals of NAMI California. I understand that no quotas have been set, that no rigid standards of measurement and achievement have been formed.
- I will give what is for me a significant donation. I may give this as a one-time donation each year, or I may pledge to give a certain amount several times during the year. I will actively engage in fundraising for this organization, which is a duty that supersedes the loyalty to my local NAMI affiliate, in whatever ways are best suited for me. These may include individual solicitation, doing special events, writing mail appeals, and the like. There is no set amount of money that I must raise because I am making a good faith agreement to do my best, and bring in as much money as I can.
- Every Board Member is making a “statement of good faith” about every other Board Member
 - We trust each other to carry out the above agreements to the best of our ability, each in our way, with knowledge, approval, and support of all.
 - I know that if I fail to act in good faith, I must resign, or someone from the Board may ask me to resign. The failure by an individual Director to attend two consecutive meetings of the Board of Directors without reasonable excuse may serve as a basis for the removal of that individual from the Board.
 - The determination of whether an individual should be removed for non-attendance shall include consideration of contributions that the individual has made to the organization in his or her capacity as a Director in addition to attendance at Board meetings.
 - When the Board of Directors determines that an individual should be removed, that individual shall be provided with notice of the intention to remove and shall have the opportunity to respond and object to such removal before the full Board within 10 days of receipt of the notice.
- In its turn, NAMI California is responsible to me in several ways:
 - I will be sent, without request, quarterly financial reports that allow me to meet the prudent person section of the law.
 - I can ask the Chief Executive Officer to discuss the program and policy, goals, and objectives. My request can be put on a Board meeting or Executive Committee meeting agenda.
 - Board Members and the Chief Executive Officer will respond straightforwardly and thoroughly to any questions I have that I feel are necessary to carry out my fiscal, legal, or moral responsibilities to this organization. When needed, I may request that staff members attend a Board or Executive Committee meeting so that I may directly ask them questions.

Checklist of Documents to be submitted **with** the BOARD OF DIRECTORS NOMINATION FORM

- 1. STATEMENT OF WILLINGNESS TO SERVE
- 2. BRIEF BIOGRAPHY OF YOURSELF
- 3. AFFILIATE ENDORSEMENT LETTER
- 4. PROOF OF MEMBERSHIP
- 5. ELECTRONIC PHOTO
- 6. COMPLETED BOARD OF DIRECTORS NOMINATION FORM