

**CHILDREN'S VILLAGE**  
**PROSPECTIVE BOARD MEMBER APPLICATION**

The primary mission of Children's Village of Washington County, Inc, a unique non-profit safety education organization, is to provide elementary school children of Washington County with the knowledge, skills and confidence needed to prevent injury and empower them to make informed safety decisions. **Board Members make a commitment to support this mission by attending Board meetings regularly, serving on committees, participating in fundraising events and making an annual gift to the organization.**

**NAME:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**PHONE:** (h) \_\_\_\_\_ (w) \_\_\_\_\_ (c) \_\_\_\_\_

**E-MAIL:** (h) \_\_\_\_\_ (w) \_\_\_\_\_

**Please list committees on which you would be willing to serve: (Committee descriptions on Page3)**

Budget & Finance \_\_\_\_\_ Buildings & Grounds \_\_\_\_\_ Bylaws \_\_\_\_\_ Education \_\_\_\_\_  
Fundraising \_\_\_\_\_ (everyone helps) Nominating \_\_\_\_\_ Recruitment \_\_\_\_\_

**Would you be available to help with CVWC activities, which may occur weekends or evenings?** \_\_\_\_\_

**Please list any organizations, community efforts, or activities with which you are currently involved. List your position in that organization, effort or activity:**

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

**Please list any non-profit organizations, community efforts or activities with which you have been previously involved. List your position in the organization, effort or activity:**

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

**Why would you like to be affiliated with Children's Village?**

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

**What skills can you bring to Children's Village?**

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

**Have you ever been convicted of a felony or crime of violence? \_\_\_\_\_ If so, explain. \_\_\_\_\_**

\_\_\_\_\_

**If required under federal or state law, would you be willing to submit to a background check?** \_\_\_\_\_

Repeat Name \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ YEARS OF SERVICE \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSITION: \_\_\_\_\_

IMMEDIATE SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**REFERENCES (please provide two non-family members)**

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phones \_\_\_\_\_

E-mail address \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phones \_\_\_\_\_

E-mail address \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

*Please return this form to:*

**Children's Village of Washington County, Inc.**

**1546 Mt. Aetna Road**

**Hagerstown, MD 21742**

**[www.childrensvillagehgr.org](http://www.childrensvillagehgr.org)**

**For additional information, clarification or questions, please call the office at 301-733-4443.**

## CHILDREN'S VILLAGE COMMITTEES

**Budget & Finance Committee:** Working with staff, the Budget & Finance Committee shall draft and present an annual operational budget for review and approval by the Board and review proposals for major capital additions or repairs. The Budget & Finance Committee shall have the authority to reclassify revenue and expenditures between budget categories, but not the authority to increase or decrease the overall budget without Board approval.

**Buildings and Grounds Committee:** The Buildings and Grounds Committee shall monitor the condition of the building, grounds and infrastructure (including information technology equipment) of Children's Village and will make recommendations to the Board for major repairs or replacement, as needed. Where possible, the committee shall make or arrange for minor repairs, as an on-going process.

**Bylaws Committee:** The Bylaws Committee shall maintain and regularly review the bylaws of Children's Village and make recommendations for additions and corrections necessary to maintain legal and appropriate standards for the function of the organization's processes, as allowed under Article IX of the said bylaws. They shall verify with staff that all local, state and federal non-profit requirements have been met annually.

**Education Committee:** The Education Committee shall coordinate and regularly review the life safety curriculum offered at Children's Village with the firefighter and police officer instructor coordinators, the Washington County Public Schools and other interested and involved stakeholders. Other duties may be assigned, from time to time, by the Board.

**Fundraising Committee:** The Fundraising Committee shall work with the Director of Development to raise funds to support the operations of Children's Village, including, but not limited to, assisting with all events, and to help recruit additional personnel and volunteers to assist with events. The committee shall also seek funding opportunities to refer to the Director of Development. **NOTE:** The full Board of Directors ultimately is required to assist in these endeavors, but the committee will lead the charge.

**Nominating Committee:** The Nominating Committee shall carry out the duties as prescribed in Article V, Section 5, of the Bylaws. The Nominating Committee may also make recommendations to the Executive Committee (officers and appointed at-large members) for members to be appointed to Emeritus Board Member status.

**Recruitment Committee:** The Recruitment Committee shall seek Associate members and new or replacement Board members. The committee shall conduct reference checks on all applicants and make recommendations for acceptance or denial.

The above are the Standing Committees of the organization. Ad Hoc Committees may be appointed when needed to complete special projects and/or to research ideas for the betterment of Children's Village.