



Dear Interested Board Candidate,

There is a great deal of responsibility in choosing to serve as a nonprofit board member. Board members must have the ability and willingness to participate in the governance and oversight of the organization as well as set policy and approve programs that become the foundation for operating the organization and serving clientele effectively.

A board member must commit to attend and participate in regular board meetings, special meetings, committee meetings, and ongoing board training, and education. Additionally, participate in Kodiak Reentry trainings to stay informed and up-to-date on the various aspects of nonprofit business, the organization, and its programs.

A board member does not need to have all the answers or even have board experience. We are all learning!

Other criteria to consider for candidates include:

- Be a current Kodiak Reentry, Inc. member.
- Be an independent thinker and open to other positions and opinions.
- Be willing to listen and learn.
- Be one who can accept change and help lead change.
- Be willing to commit adequate time to the work of the Board in order to be an effective member and properly carry out the duties of the Board.
- Possess character and demeanor that will reflect favorably on behalf of the organization.
- Be able to set aside your personal and business interests in order to form decisions based on the needs of the organization and community.

Thank you for considering candidacy as a Kodiak Reentry, Inc. board member.

-Kodiak Reentry, Inc. Board of Directors

*Board Approved 02/26/24*



# Application for Kodiak Reentry Board of Directors

Board Approved 10/23/23

I am at least eighteen (18) years of age?  Yes  No

Today's Date: \_\_\_\_\_

Legal Name: \_\_\_\_\_

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

Contact Phone #: (\_\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer Name: \_\_\_\_\_

Are you a current member of Kodiak Reentry, Inc.?  Yes  No

- Membership IS required to serve on the Board of Directors.
- If membership fees are a financial hardship, please let us know. We commit to never allow membership fees to be a barrier to participating on the Kodiak Reentry, Inc. Board of Directors.

**Background:** What education, skills, talents, or experiences are you able to contribute to Kodiak Reentry's Board of Directors and the mission of Kodiak Reentry, Inc.? Please feel free to include past experiences of reentry. This is not a barrier to serving on the Kodiak Reentry Board of Directors or committees.

*(Please check all the apply)*

<input type="checkbox"/>	Accounting	<input type="checkbox"/>	Lobbying/ Advocacy	<input type="checkbox"/>	Public Relations
<input type="checkbox"/>	Community Relations	<input type="checkbox"/>	Marketing	<input type="checkbox"/>	Public Speaking
<input type="checkbox"/>	Education	<input type="checkbox"/>	Management	<input type="checkbox"/>	Team Player
<input type="checkbox"/>	Fundraising	<input type="checkbox"/>	Motivation	<input type="checkbox"/>	Technology
<input type="checkbox"/>	Knowledge of Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Affiliations
<input type="checkbox"/>	Other <i>(please explain)</i>				

What other nonprofit boards have you served or do you serve on?

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What charitable groups or community activities have you been or are you involved in?

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# Application for Kodiak Reentry Board of Directors

Board Approved 10/23/23

## Tell Us About Yourself: *(Please use additional sheets if necessary)*

Please write a short paragraph about yourself, your interests, and why you would like to serve on the Kodiak Reentry Board of Directors?

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## References:

Please provide contact information for at least 3 references:

Name:	Address:
Phone: (    )	Email Address:

Name:	Address:
Phone: (    )	Email Address:

Name:	Address:
Phone: (    )	Email Address:

By signing below, I acknowledge that all the information I provided in this application is true and accurate to the best of my knowledge.

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

# Kodiak Reentry

## *Board Member Job Description*

### **Roles & Responsibilities:**

1. Define and oversee the Kodiak Reentry Mission and keep it relevant to the needs of our community.
2. Approve programs and services and monitor their effectiveness.
3. Provide strategic guidance to the organization and the Executive Director.
4. Ensure financial solvency and help raise resources.
5. Select, support, and evaluate the Executive Director.
6. Ensure continuous board improvement.

### **Kodiak Reentry Board of Directors are committed to the following:**

1. Attendance at all board meetings.
2. Active participation in board and committee meetings.
3. Participation in at least one (1) board training event annually.
4. Participation in a Board of Directors Annual Self-Evaluation to identify ways in which our board can improve its performance.
5. Service on at least one (1) Kodiak Reentry board committee.
6. Make an annual financial gift to Kodiak Reentry in any amount.
7. Hold Kodiak Reentry to a high standard of performance.
8. Understand the roles and responsibilities and becoming sufficiently knowledgeable about our organization and its operations to make informed decisions.
9. Reading the materials sent to the board and coming prepared to board and committee meetings.
10. Arriving at meetings on time and staying for the full agenda unless I have otherwise notified the board or committee chair.
11. Asking for clarification on any matters or material that I do not understand before making a decision.
12. Listening carefully to other board members and staff with an open mind and an objective perspective
13. Actively working towards those decisions and solutions that are in the organization's best interests (*speaking with one voice*).
14. Respecting the confidentiality of the board's business.

# Kodiak Reentry

## *Board Member Job Description*

### **Additional Responsibilities:**

1. I agree to do one of the three items listed while serving my board term:
  - A. Participating in at least one fundraising opportunity
  - B. Speaking the message of this organization publicly with the approval of the Executive Director.
  - C. Volunteering in a community-wide project as part of our organization's team
  
2. I agree to be informed about and to observe the following board policies in our manual:
  - A. Avoidance of conflict of interest
  - B. Equal opportunity and avoidance of discrimination
  - C. Enrollment in board liability insurance program

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*Signature- Member, Board of Directors*

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*Date*

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*Printed Name- Member, Board of Directors*

# Board Member Code of Conduct & Ethics

Kodiak Reentry has adopted the following Code of Conduct and Ethics that all Board Members agree to adhere to by signing below:

## **1. Prohibition Against Private Inurement and Procedures for Managing Conflicts of Interest**

No Member of the Board of Directors shall derive any personal profit or gain, directly or indirectly, by reason of their service as a Board Member with Kodiak Reentry. Members of the Board shall conduct their personal affairs in such a manner as to avoid any possible conflict of interest with their duties and responsibilities as Members of the Board. Nevertheless, conflicts may arise from time to time.

- a. When there is a decision to be made or an action to be approved that will result in a conflict between the best interests of Kodiak Reentry and the Board Member's personal interests, the Board Member has a duty to immediately disclose the conflict of interest so that the rest of the Board's decision making will be informed about the conflict.
- b. It is every Board Member's obligation, in accordance with this policy, to ensure that decisions made by the Board reflect independent thinking. Consequently, in the event that any Board Member receives compensation from Kodiak Reentry such compensation will be determined by and approved by the full Board in advance.
- c. Any conflicts of interest, including, but not limited to financial interests, on the part of any Board Member, shall be disclosed to the Board when the matter that reflects a conflict of interest becomes a matter of Board action, and through an annual procedure for all Board Members to disclose conflicts of interest.
- d. Any Board Member having a conflict of interest shall not vote or use their personal influence to address the matter, and they shall not be counted in determining the quorum for the meeting.
- e. All conflicts disclosed to the Board will be made a matter of record in the minutes of the meeting in which the disclosure was made, which shall also note that the Board Member with a conflict abstained from the vote (*and was not present for any discussion, as applicable*) and was not included in the count for the quorum for that meeting.
- f. Any new Board Member will be advised of this policy during board orientation and all Board Members will be reminded of the Board Member Code of Conduct and Ethics and of the procedures for disclosure of conflicts and for managing conflicts on a regular basis, at least once a year.
- g. This policy shall also apply to any Board Member's immediate family or any person acting on their behalf.

## **2. Prohibition Against Sexual Harassment**

Kodiak Reentry strives to maintain a workplace that is free from illegal discrimination and harassment. While all forms of harassment are prohibited, it is the organization's policy to emphasize that sexual harassment is specifically prohibited. Any Board Member who engages in discriminatory or harassing

conduct towards is subject to removal from the Board. Complaints alleging misconduct on the part of Board Members will be investigated promptly and as confidentially as possible by a task force of the Board appointed by a majority vote of the Board Officers.

### **3. Confidentiality**

Board Members are reminded that confidential financial, personnel, and other matters concerning the organization, Donors, Staff, Clients, and Volunteers, may be included in Board materials or discussed from time to time. Board Members should not disclose such confidential information to anyone.

### **4. Active Participation**

Board Members are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. This includes:

- a. Making attendance at all meetings of the Board a high priority. Defending scheduled meetings in my personal and professional calendars.
- b. Being prepared to discuss the issues and business on the agenda, having read all background material relevant to the topics at hand.
- c. Cooperating with and respecting the opinions of fellow Board Members, and leaving personal prejudices out of all Board discussions, as well as supporting actions of the Board even when the Board Member personally did not support the action taken.
- d. Showing respect and courteous conduct in all Board and Committee meetings.
- e. Putting the interests and mission of Kodiak Reentry above personal interests.
- f. Individual Board Members will obtain authorization/permission from the Executive Director &/or direction from the full Board of Directors before representing Kodiak Reentry opinions, policies, or issues.
- g. Representing Kodiak Reentry in a positive and supportive manner at all times and in all places.
- h. Understand that as an individual Board Member I only exercise authority in a meeting with the full Board of Directors, or as I am delegated by a vote of the full Board of Directors.
- i. Observing established lines of communication and directing requests for information or assistance to the Executive Director.
- j. Refrain from intruding on administrative issues that are the responsibility of the Executive Director, except to monitor the results and ensure that procedures are consistent with Board Policies.

### **5. Kodiak Reentry Responsibilities to the Board Member**

- a. I will be sent, without request, monthly financial reports and an update of organizational activities.
- b. Opportunities will be offered to me to discuss with the Executive Director and the Board President the organization's programs, goals, activities, and status; additionally, I can request such opportunities.
- c. The organization will help me perform my duties by keeping me informed about the issues in the industry and field in which we are working and by offering me opportunities for professional development as a Board Member.

- d. Board Members and Staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to this organization. Board Members and Staff will work in good faith with me towards achievements of our goals.
- e. If the organization does not fulfill its commitments to me, I can call on the Board President and Executive Director to discuss the organization's responsibilities to me.

I, \_\_\_\_\_, recognizing the important responsibility I am undertaking in serving as a Member of the Board of Directors of Kodiak Reentry, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with my role as a Member of the Board of Directors and abide by this Code of Conduct and Ethics. I understand that failure to abide by this Code of Conduct and Ethics may result in my removal as a Board Member, pursuant to the requirements and processes provided in Kodiak Reentry's Bylaws.

*(see Kodiak Reentry Bylaws, Article VI: Officers, Section 8: Removal)*

\_\_\_\_\_  
*Signature- Member, Board of Directors*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name- Member, Board of Directors*



# Annual Membership Form

TODAY'S DATE (MMDDYY): \_\_\_\_\_

I want to support the mission of Kodiak Reentry, Inc. through an annual membership.

## Kodiak Reentry, Inc. Mission Statement

*We are committed to creating and maintaining an inclusive, healing environment for individuals returning to the community from incarceration. We pledge to educate and advocate for reentrants from all walks of life in a concerted effort to inspire long-term change and success.*

NAME:			
MAILING ADDRESS:		CITY/STATE/ZIP:	
PHONE:		<input type="radio"/> Home <input type="radio"/> Work <input type="radio"/> Cellphone	
EMAIL:			

**ANNUAL MEMBERSHIP OPTIONS:** *Memberships are valid January 1<sup>st</sup> through December 31<sup>st</sup>*

- |                                                        |                                                |                                         |
|--------------------------------------------------------|------------------------------------------------|-----------------------------------------|
| <input type="radio"/> Reentry Participant: <b>FREE</b> | <input type="radio"/> General Membership: \$20 | <input type="radio"/> Business: \$500   |
| <input type="radio"/> Senior/Student: \$10             | <input type="radio"/> Supporting: \$50 - \$250 | <input type="radio"/> Lifetime: \$1,000 |

*NOTE: If the membership fee is a financial hardship, please contact Kodiak Reentry Staff. We commit to never allow membership fees to be a barrier to participation in Kodiak Reentry, Inc.*

### I WOULD LIKE TO BE ADDED TO THE KODIAK REENTRY, INC. NEWS & ANNOUNCEMENTS LIST:

- Yes, please add my contact information.
  No, thank you.

### I AM INTERESTED IN VOLUNTEERING AT KODIAK REENTRY, INC.:

- Yes, please contact me with more information.
  No, thank you.

*If yes, when and how is the best time(s) and way(s) for our staff to contact you?*

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I GIVE PERMISSION FOR MY NAME/BUSINESS TO BE PUBLICLY ACKNOWLEDGED?  Yes  No