



BOARD OF DIRECTORS APPLICATION FORM

Thank you for your interest in joining the Board of Directors for Clatsop Care Foundation. As a member of the board, you will serve in making decisions to better the critical care of the area's residents. Serving as a board member is a rewarding experience and can benefit your personal growth, community spirit, compassion and commitment. Please take a moment to read over this document to get an understanding of Clatsop Care Heath District and the Foundation and of the duties of a dedicated board member.

OVERVIEW, MISSION, & VALUES

Clatsop Care Foundation is organized exclusively for the purpose of cultivating philanthropic support to advance the mission and vision of Clatsop Care Center Health District who support us. The Foundation's activities are directed toward developing a program of financial support for the Health District through the solicitation of individual and corporate donations and grants. Funds will be used to support the Health District's existing programs and services, special projects and capital improvements.

Clatsop Care Center Health District (CCCHD) is a not-for-profit government municipality that provides services to seniors and those in need of short-term and long-term care or rehabilitation. Our full spectrum model of skilled nursing and community-based care, provided in three buildings and with an in-home care team, enables our residents to recuperate and remain in Clatsop County near their loved ones. No other local organization offers the range of services we do, including in-home care, assisted living, in-patient and outpatient rehabilitation, skilled nursing, and dementia care.

Our Mission is to provide a continuum of highest quality service and care to meet the physical, social, and emotional needs of our community.

CCCHD is focused on three core values that drive everything we do: **Dedication, Compassion, & Community.**

CLATSOP CARES FOUNDATION

BOARD MEMBER RESPONSIBILITIES

1. Foundation Board members provide guidance and oversight for all fundraising efforts including fund-development programs and campaigns that generate support for the Health District:

- Endowment programs, capital improvement projects, innovative program development or expansion, and educational outreach efforts.
- Fundraising strategies may include annual fund drives, direct mail appeals, capital campaigns, planned giving, grants and special events. Donations and other forms of support will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities and are subject to our gift acceptance policy.
- Foundation funds go directly to the Health District and represent the public's interest in improving the healthcare community for Clatsop County's growing senior population.

2. Foundation Board members can expect to spend 3- 4 hours each month.

- Attend monthly board meetings lasting approximately 60-90 minutes and be available for scheduled work sessions.
- Serving on a committee will require additional time at meetings or events and meeting administrative needs of the Board.
- Reading the Board Packet provided the week prior to each meeting is required. It is expected that every board member comes to our meetings prepared to make informed decisions that govern our Board.
- Participate in the development of strategic initiatives and associated budgetary requirements for each fiscal year.
- Provide review and occasional updates as required to our governing policies and procedures under the oversight and direction of the CCCHD District Board.



3. Board members are expected to share a common understanding of our Special District, working collaboratively with fellow board members toward our shared mission, goals and initiatives in support of the Health District.

- Review our Initiatives, Bylaws, policies and procedures.
- Consider joining a committee as our working Board is called upon to serve.
- Introduction to our District Board of Directors prior to being appointed.
- Acquire a working knowledge of the use of the Agenda and Roberts Rules, helping to develop the Board's skills in the parliamentary procedure by properly using motions and points of order.
- Special District training is provided annually and also via Board Education periodically throughout the year.

4. Board members are required to be familiar with our Foundation's Strategic Initiatives establishing, building and maintaining community ties via board development, outreach and fundraising efforts and events for the following purposes:

- To achieve fiscal solvency and sustainability of all our operations, initiatives and annual budget.
- To build trust and inform our valued community of their health district's unique multi-tier facilities model and the Foundation's 501(c)(3) non-profit status.
- To educate the public on how a decision to support CCHD can benefit their tax planning through endowments, wills and Trusts while keeping the Health District's essential services within our own community.

DISTRICT RESIDENCY

All Board members are required to reside within the bounds of the Clatsop County health district. The District boundaries are county-wide with exception to the cities of Seaside, Gearhart and Cannon Beach, which are within the Seaside health district.

PERSONAL INFORMATION

Full name: _____

Mailing address: _____

E-mail address: Phone number: _____

Date: _____

City/State/Zip: _____

You are welcome to use this form for the following questions or attach a separate document. Please keep your response to less than one page. You are also welcome to attach a resume or CV.

Background (Relevant education, training, experience, etc.):

Please describe your interest in serving on this Board:



STEPS TO CONSIDERATION FOR THE BOARD OF DIRECTORS

These steps are taken after an initial meet and greet first with our Director.

Step 1: Fill out this short application and return together with your CV or resume.

Mail:

Clatsop Cares Foundation

Attn: Board of Directors

PO Box 444

Astoria, OR 97103

Email: admin@clatsopcaresfoundation.org

Step 2: You will be notified of your application receipt and invited to schedule an interview with our Director.

Step 3: Potential candidates will be invited to meet our Board and ask any questions you might have.

The Board of Directors will then deliberate and form a consensus to make a recommendation to the District Board of Directors.

Step 4: The District Board must approve all candidates to be appointed to the Foundation Board of Directors.

Step 5: If approved, selected applicant will be notified and provided with a Board Member Packet for review and then asked to serve.

Additional information about Clatsop Care Health District and Clatsop Cares Foundation can be found online at:

www.ClatsopCaresFoundation.org

www.ClatsopCare.org