



# LEAP Organization

---

Leadership, Enlightenment, Achievement, Perseverance  
Outreach, Responsibility, and Growth

1860 Wilma Rudolph Blvd  
Clarksville, TN 37040  
www.leaporg.net  
931-378-0500  
931-274-0929 (Fax)

## ADVISORY BOARD APPLICATION AND POSITION DESCRIPTION

### Overview

The LEAP Advisory Board functions like a committee of the formal Board of Directors and provides recommendations to the Board and Executive Director. An advisory board member has no legal responsibilities and cannot compel the nonprofit's governing board or staff to act on its recommendations or feedback. An advisory board works toward a specific goal and its members have skills that complement those of governing board members.

There is no limit to the number of advisory board member. One member will be designated the Advisory Board Chair and will also serve as a voting member on the formal Board of Directors.

Board Member responsibilities include attendance at a minimum of 4 in-person quarterly meetings per year, as well as active electronic conversations as part of Board committees. Advisory boards can be helpful for purposes of fundraising, gathering advice on specific programs, or providing leadership opportunities for key individuals who may not have the capacity to serve on an organization's governing board. LEAP's attendance policy allows for removal if two meetings are missed without notice.

### ***Declaration of Candidacy***

Board positions require a time and energy commitment that should not be underestimated. Candidates are urged to consider personal priorities for the next year as well as the ways to contribute to the development of the organization.

Resources available to prospective members:

- The organization's Giving Matters is available at: <http://leaporg.net/givingmatters/>
- Current members, of the Advisory Board of Directors are listed at: <http://leaporg.net/advisory-board/>
- Email the Executive Director ([reason@leaporg.net](mailto:reason@leaporg.net)) with questions or if you would like the contact information for the current Nominating Committee chair.

To apply:

- Submit the one page Advisory Board Application (page 2 of this document) and your résumé / CV to: Richard Reason Garrett, [reason@leaporg.net](mailto:reason@leaporg.net)
- Copies of the one page application will be distributed to those selecting members and will aid in understanding how you would like to contribute to the Organization's work.

### ***Time and Financial Considerations***

#### Meetings:

- Conference Calls (can be monthly) for updates on programs, setting policy, approving committee work.
- Committee Work (generally by email) on the Program, Finance/Audit, and Administration Committees.
- Advisory Board Meetings are the quarterly with the date & time to be determined by Advisory Board Chair

Donations: As with any Board, members will be solicited for a cash or in-kind donation; 100% participation is sought; the minimum amount is \$25 per month.

