



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)

BOARD APPLICATION AND POSITION DESCRIPTION

Overview

The LEAP Board of Directors governs the overall execution of the organization's mission. Principally, the Board manages organizational finances and sets long term priorities for programs, including the Entrepreneur Center. Additionally, the Board oversees the Executive Director, who is responsible for day-to-day management of LEAP programs. Overall, the members of the Board contribute the educational, management, legal, and financial skills needed to ensure long term organizational stability and ensure year-to-year educational excellence for the LEAP program.

The Board of Directors has up to 12 voting members. Terms are for three years.

Board Member responsibilities include attendance at a minimum of 10 of 12 in-person meetings per year, as well as teleconference meetings and active electronic conversations as part of Board committees. In some years the Board has held additional meetings. Board members also hold a fiduciary responsibility for management of organizational capital and ensuring appropriate filings with federal, state, and local authorities consistent with LEAP's status as a 501(c)(3) nonprofit organization. LEAP's attendance policy allows for removal if three 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 Board of Directors are listed at: <http://leaporg.net/board-of-directors/>
- Email the Executive Director (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 Board Application (page 2 of this document) and your résumé / CV to: Richard Reason Garrett, 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.
- Board Meetings are the 2nd Friday of every month at 11:30 am

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.



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Application for Board Candidacy

Name	
Company	
Current Occupation	
Contact Details	
<u>Address</u>	
<i>Telephone</i>	
<i>Cell Phone</i>	
<i>E-mail</i>	

We want to understand your views on current operations and how your potential contributions might fit with the organization's vision. Please answer the following questions. Limit your response to this page/the space provided. Address and contact information will not be distributed. Please also send your résumé or CV to Richard Reason Garrett – reason@leaporg.net.

1. Please ***briefly*** describe your academic and professional background, and other relevant experience.

2. Why do you seek a position on the LEAP Organization Board?

3. Please briefly outline the specific skills you bring, or contributions you hope to make, to the LEAP Board.

ONLY THIS SINGLE PAGE WILL BE DISTRIBUTED TO COMMITTEE MEMBERS ALONG WITH YOUR CV OR RESUME. LIMIT RESPONSE TO THE SPACE ABOVE!