

Board Recruitment Form

Complete and return this form to Leadership Oklahoma City (by email as an attachment, please, so we have an electronic copy) and we will distribute it among our members who have indicated an interest in serving on a nonprofit board. Any interested members will then communicate directly with your organization if they are interested in being considered for your board.

Leadership Oklahoma City makes no promises that respondents will be flawless board members, nor does it promise its members that organizations seeking board members are perfect in every regard.

Steps:

1. Save this form to your computer as *Your Organization Name* Board Recruitment Form.
2. Complete the form and save again with your completions.
3. Email the form as an attachment to info@lokc.org.

Organization Information

Name of Organization: Upward Transitions (Travelers Aid & Homeless Assistance Center)

Mailing Address: 1033 N. Walker, Oklahoma City, OK 73102

Phone: 405-232-5507

Fax: 405-232-6561

Email: dchism@upwardtransitions.org

Web Site: www.upwardtransitions.org

Primary Staff Contact

Title: Mrs. First Name: Dana Hope Last Name: Chism

Position: Executive Director

Mailing Address if different from organizational address: Same

Direct Phone with extension: 405-232-6561 ext 13

Email: dchism@upwardtransitions.org

Mission: Elevating those in need, the homeless or stranded travelers to a position of self-sufficiency

Major Programs: Homeless Prevention, Homeless Services, Operates Airport Information Booths

Target Population: those facing homelessness or the homeless, the needy and less fortunate

Total Annual Budget: \$500,000+ - \$1,000,000

Major sources of revenue: United Way, government grants, special event, annual campaign, corporate donations and individual donors

How many staff? Nine

Significant plans for future, such as a capital campaign or implementation of a new program: At this time, we are in the process of reviewing all program/services for our long-range planning

Board Description:

What is the primary work of your board? Hands-on (Volunteer in program, events, other activities)

How many board members? 17

How long is a board term? 3 years

How many consecutive terms can a board member serve? 3

When does the board meet? (*Place an X by all that apply*)

<input checked="" type="checkbox"/> January	<input checked="" type="checkbox"/> February	<input checked="" type="checkbox"/> March	<input checked="" type="checkbox"/> April
<input checked="" type="checkbox"/> May	<input checked="" type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> August If we hold board retreat in July, we won't meet in August or this can be reversed if we have the retreat in August.
<input checked="" type="checkbox"/> September	<input checked="" type="checkbox"/> October	<input checked="" type="checkbox"/> November	<input type="checkbox"/> December

Day: Monday
 Time of Day for Board Meetings: Lunch
 Where does the board meet? Upward Transitions office

Board Member Obligations

Financial Commitments:

1. Annual personal contribution Make a personal contribution to the organization which includes contributions designated through employee giving campaigns.
2. Participate in the procurement of sponsorships and auction items for the annual fundraiser, American Tourist.

Participation in fund raising campaign (sign letters, make calls) Yes

Sales of tickets or sponsorships for events Yes

Other financial obligations: None.

Time Commitments

(Place an X by all that apply)

<input checked="" type="checkbox"/>	Service on one or more committees
<input checked="" type="checkbox"/>	Volunteer for one or more programs of the organization
<input checked="" type="checkbox"/>	Required attendance at a minimum number of board meetings

Other, please specify Participate in special event

Specific Skill Sets Needed on Board

Are there specific skills you are seeking in new board members? (Place an X by all that apply)

<input type="checkbox"/>	Financial Management	<input type="checkbox"/>	Legal
<input checked="" type="checkbox"/>	Fund Raising	<input checked="" type="checkbox"/>	Bylaws/Policy Development
<input checked="" type="checkbox"/>	Special Event Management	<input checked="" type="checkbox"/>	Human Resources/Personnel
<input type="checkbox"/>	Marketing/Communications	<input type="checkbox"/>	Insurance
<input checked="" type="checkbox"/>	Technology	<input type="checkbox"/>	Real Estate/Property Management
<input type="checkbox"/>	Other, please specify Click here to enter text.		

Specific Demographics Needed on Board, if any

Are you seeking representatives among specific demographic groups? (Place an X by all that apply)

<input checked="" type="checkbox"/>	Male	<input checked="" type="checkbox"/>	Female
<input type="checkbox"/>	Teens	<input checked="" type="checkbox"/>	Young Adults
<input checked="" type="checkbox"/>	African American/Black	<input checked="" type="checkbox"/>	American Indian
<input checked="" type="checkbox"/>	Asian American	<input checked="" type="checkbox"/>	Hispanic/Latino
<input type="checkbox"/>	Other Racial/Ethnic: Click here to enter text.		
<input type="checkbox"/>	Specific Religion or Faith: Click here to enter text.		
<input type="checkbox"/>	Residency	<input type="checkbox"/>	
<input type="checkbox"/>	Northwest Oklahoma City	<input checked="" type="checkbox"/>	Northeast Oklahoma City
<input checked="" type="checkbox"/>	Downtown Oklahoma City	<input checked="" type="checkbox"/>	South Oklahoma City
<input checked="" type="checkbox"/>	Far West Oklahoma City	<input checked="" type="checkbox"/>	Tinker AFB Area
<input type="checkbox"/>	Edmond	<input type="checkbox"/>	Jones/Luther
<input checked="" type="checkbox"/>	Moore	<input checked="" type="checkbox"/>	Midwest City/Del City
<input type="checkbox"/>	Norman	<input type="checkbox"/>	Mustang
<input type="checkbox"/>	Other Click here to enter text.		

Other Information You'd Like Potential Board Members to Know:

We are very interested in recruiting people to serve on our committees so they can become familiar with the organization, the board and our staff. This will give prospective board members a chance to give Upward Transitions a "test ride"

Communicating with Potential Board Members

What other information do you need from potential board members to consider them for your organization's board? Click here to enter text.

How should potential board members contact you?

x	Mail letter of interest to Upward Transitions, 1033 N. Walker, OKC, OK 73102
x	Email statement of interest to dchism@upwardtransitions.org
x	Call this person— Dana Hope Chism at this number: 405-232-5507