



SKYHAWK BOOSTER CLUB

Board of Directors Candidate Package



Board of Directors Job Description

The Skyhawk Booster Club (“The Club”) exists to advance the mission of Skyhawk Athletics by providing scholarship and program support for student-athletes.

The Club is guided by a Board of Directors. These directors provide oversight for the work of the organization as well as provide points of contact to the College, Club members, alumni, former student-athletes and the community. The Board determines the goals and objectives of specific fundraising initiatives, sets policy with regard to spending and ensures that proper attention is paid to stewardship of gifts already received. The Board is also charged with the oversight of a variety of special events including Booster Luncheons, Pre-Game/Halftime Hospitality for various sports and the Don Whalen Golf Tournament.

Board members are elected to serve a two-year term of office. Members may serve consecutive terms. Members elected to serve as officers will extend their term to allow them to fulfill their duties as an officer. The directors shall receive no compensation for their services.

As the Club continues to grow, the role of the members of the Board become even more important. The expectations with regard to membership on the Board are as follows:

1. Act as an advocate and ambassador for Skyhawk Athletics to friends, family, business associates and other constituencies at all times.
2. Provide advice and counsel in an ongoing fashion to the work of the Foundation by attending the meetings of the full board (6 per year). Board members are also encouraged to actively participate in the committee work of the Board. The standing committees of the Board include the Executive Committee, the Hospitality Committee, the Scholarship Fund Drive Committee, the Special Events Committee, and the Nominating Committee. Board and Committee meetings are usually held in Durango.
3. Make an annual membership pledge during the spring Scholarship Fund Drive.
4. Willingly assist development staff with potential donors using influence, leverage or the ability to open a door. Whether participating as an active solicitor, a key part of the cultivation process or as a point of introduction will depend on individual circumstances.
5. Provide appropriate guidance to athletic department staff and volunteers with regard to the viability of potential funding initiatives and their relationship to private industry, the community or other constituents.
6. Provide support to Skyhawk Athletics’ efforts by attending and/or serving as a volunteer at the wide variety of events including; weekly Booster Luncheons, Pre-game/Halftime Receptions, Don Whalen Golf Tournament, and activities associated with the Scholarship Fund Drive.



Board of Directors

What makes an exceptional Board member?

There are several qualities that distinguish exceptional Board members from average ones. These are the qualities that the Skyhawk Booster Club strives for. The Club's mission depends upon these qualities.

Passion

It is critical that Board members have a passion and an uncompromising commitment to the Skyhawk Booster Club mission. Everything else flows from this fountain.

Understanding

There is a clear distinction between governing and administering. Good Board members understand their roles and do not get involved in micromanaging the Athletic Department or Booster Club day-to-day operations.

Giving

Exceptional Board members know that they must support the Skyhawk Booster Club financially before they can ask others to do so. They also understand that giving is a basic requirement of serving on a nonprofit board. Despite the time commitment of volunteering, nonprofit organizations still require financial support to pay the bills.

Getting

Whether it is making introductions, lending their names, or asking their peers, Board members must get involved directly in the development process. Remember the old adage, "Give, Get or Get Going (off the board)."

Purpose and Focus

Every member of the Board must share a singular focus and purpose, based on the strategic plan, committing personal and professional resources to achieve the common goal.

Oversight

Board members must understand and accept their fiduciary and fiscal responsibilities. Also, they must understand the legal implications of Board service.

Talent

Just showing up at a Board meeting isn't enough. Exceptional Board members are willing to share their personal and professional skills by actively participating in Board committees and making the mission come to life.

Timing

Timing is everything – and Board members should know when it is time to move on. Lives change, passions dim and guilt is never a good reason to stay involved. If necessary, help burned-out Board members know that it is time to resign and move to an advisory status.



Board of Directors Committee Descriptions

Executive Committee:

The Executive Committee exercises the power of the full Board of Directors subject to the direction of the Board. Members serve a two-year term. Members are the President, Vice President, President, Past President and Secretary. The Athletic Director serves as ex-officio.

Meeting Frequency: TBA

Hospitality Committee:

Chaired by the Hospitality Chairperson this committee will work with the Director Development/Marketing to assist with membership cultivation activities surrounding home and away games, including Hospitality Tent/Room receptions, Booster luncheons and pre-game activities

Meeting Frequency: At the discretion of the chair.

Scholarship Fund Drive Committee:

This committee will assist the Director of Development in planning and running the annual Scholarship Fund Drive. This committee is also charged with increasing the number of volunteers actively involved in the Scholarship Fund Drive.

Meeting Frequency: At the discretion of the chair.

Special Events Committee:

This committee will work with the Director of Development to provide leadership and support in the planning and implementation stages of the Don Whalen Golf Tournament.

Meeting Frequency: At the discretion of the chair.

Nominating Committee:

The Nominating Committee will be made up of the Past President (Chair) and the two At-Large members of the Board of Directors. The Nominating Committee is authorized and directed to nominate qualified persons for appointment to the Board and election as officers.

Meeting Frequency: At the discretion of the chair.

Special Committees:

Committees or task forces can be created by the Board as needed to effectively carry out the objectives of the Club. The President may appoint other committees.



Board of Directors Nominee Information

Name: _____

Title (if applicable): _____

Company Name (if applicable): _____

Address: _____

City/State/Zip Code: _____

Work Phone: _____ Home Phone: _____

Cell Phone: _____ Fax Phone: _____

Please indicate your relationships to Fort Lewis College. Check all that apply:

- | | | |
|--|---------------------------------|--|
| <input type="checkbox"/> Alumni | <input type="checkbox"/> Parent | <input type="checkbox"/> Faculty/Staff |
| <input type="checkbox"/> Advisory Councils | <input type="checkbox"/> Friend | <input type="checkbox"/> _____ |

Please indicate the experience and talents you bring to the Skyhawk Booster Club Board. Check all that apply:

- | | | |
|---|---|---|
| <input type="checkbox"/> Professional Relationships | <input type="checkbox"/> Construction | <input type="checkbox"/> Management |
| <input type="checkbox"/> Real Estate | <input type="checkbox"/> Budget/Finance | <input type="checkbox"/> Plant Management |
| <input type="checkbox"/> Planning | <input type="checkbox"/> Public Relations | <input type="checkbox"/> Investments |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Fund Raising | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Government | <input type="checkbox"/> Legal Affairs | <input type="checkbox"/> Gift/Planning |
| <input type="checkbox"/> Education | <input type="checkbox"/> Technology | <input type="checkbox"/> Health/Medical |
| <input type="checkbox"/> Entrepreneur/Sm. Busn. Owner | <input type="checkbox"/> Retired | <input type="checkbox"/> Alum of EWU |

On what other non-profit board(s) do you serve or have you served?

Organization: _____ Dates: _____

Organization: _____ Dates: _____

Organization: _____ Dates: _____

On what for-profit board(s) do you serve or have you served?

Company: _____ Dates: _____

Company: _____ Dates: _____

Company: _____ Dates: _____

Each Board member is encouraged to make a personal or corporate gift to the organization. As a Board member, would you be willing to give personally?

- Yes No



Would you be willing to go on cultivation visits with other development officers and/or Board members?

Yes No

Would you be willing to seek financial support for the organization from friends, family, colleagues and businesses?

Yes No

The Board meets bi-monthly. A calendar of meeting dates is scheduled and distributed in advance each year. Board members are required to attend 7 out of 10 meetings per year. Are you willing to commit to attending Board meetings?

Yes No

Each Board member is responsible for serving on at least one Board committee. Please indicate the committee(s) on which you would prefer to serve.

- Executive
- Hospitality
- Scholarship Fund Drive
- Special Events
- Nominating

Applicant Signature: _____ Date: _____

Nominating Member Signature _____

Please return to: Skyhawk Booster Club Board Nominations
Skyhawk Athletics
1000 Rim Drive
Durango, CO 81301

