



Board of Directors

Recruitment Packet

- A note of welcome from the Executive Director and Board Chair
- Overview of Board Member Position
- Board Member Application

***A note of welcome from Interim Executive Director Hannah Laniado
and Board Chair Becki Jordan***

Thank you for your interest in joining the Minnesota Coalition Against Sexual Assault MNCASA Board of Directors. The anti-sexual violence movement benefits greatly from the guidance and leadership of board members. As a statewide coalition, MNCASA is dedicated to supporting and representing community based advocacy agencies across the state while working with individuals, collectives, and organizations to create communities dedicated to preventing sexual violence and ensure that sexual violence survivors have access to justice and healing. Our goals are to:

- Assist victim/survivors in gaining the response, support and justice they deserve;
- Enhance practice and inform systems in addressing sexual violence;
- Train and provide resources for those providing community advocacy work;
- Prevent sexual violence in all of its forms; and
- Challenge oppression and actively support the equality of all people.

All of this work is accomplished with the goal of ending the injustices that allow sexual violence to persist. MNCASA is strong when we have board members whom reflect the communities we serve; bring their skills, expertise, and passions to ensuring the duty of care, duty of loyalty and duty of obedience for the organization.

Our Mission:

The Minnesota Coalition Against Sexual Assault (MNCASA) provides leadership and resources for sexual assault programs and allies to prevent sexual violence while promoting a comprehensive, socially just response for all victims/survivors.

History of MNCASA:

Many rape crisis centers began when women began to speak out about their experiences with sexual assault, and to support one another in healing. In 1971, a group of women, primarily volunteers, began a program in Minneapolis offering 24-hour crisis lines, support groups and a mechanism for victims, volunteers, communities to begin speaking out.

In 1975, the Minnesota Program for Victims of Sexual Assault in the Department of Corrections was created to fund and provide assistance to sexual assault programs statewide. As more programs started, many felt isolated, unsupported, and unable to take time away from working with victims to address the emerging statewide needs. In 1978, the Minnesota Coalition Against Sexual Assault (MNCASA) was born as a grassroots group of member programs sharing resources and support. MNCASA was incorporated in 1982 and continues its specialized focus on stopping sexual violence and improving how support programs and the criminal justice system respond to it.

Today:

The Minnesota Coalition Against Sexual Assault (MNCASA) is a membership organization that supports



the work of sexual assault programs statewide. We represent 70 plus member agencies throughout Minnesota, most of whom are community based advocacy agencies providing direct service to victims/survivors within their communities. For over 40 years, MNCASA has provided leadership and resources for sexual assault programs and allies to prevent sexual violence while promoting a comprehensive, socially just response for all victims/survivors.

MNCASA provides (1) Victim and Survivor Support by helping partner programs and medical, law enforcement, legal and social service providers deliver state of the art victim advocacy and support, (2) Prevention Support by developing the capacity of partner programs and others to design and implement effective community level primary prevention strategies, (3) Policy Reforms through public policy education and advocacy, and (4) Systems Change by developing capacity in medical, criminal justice, social service and judicial systems to incorporate a coordinated and victim-centered approach into their responses. This work is largely housed in the Sexual Violence Justice Institute @ MNCASA (SVJI). SVJI is known nationwide for its leadership in technical assistance, training, and work with multi-disciplinary teams.

Minnesota Coalitions:

Minnesota has five crime victim coalitions: MNCASA, Minnesota Coalition for Battered Women (MCBW), MN Indian Women's Sexual Assault Coalition (MIWSAC), Mending the Sacred Hoop (DV Coalition for Indian Country) and MN Alliance on Crime (MAC) a general crime victim coalition. MNCASA is committed to working closely with our community of coalitions.

Looking Ahead:

Sexual violence is rooted in oppression and the tolerance of injustice in the systems that govern society. Within all of its endeavors MNCASA will challenge oppression and actively support the equity of all people. MNCASA commits to directing its resources, relationships and position of privilege toward prioritizing intersectional social justice in our daily work, with the goal of ending the injustices that allow sexual violence to persist.

MNCASA will continue to improve the ways we work with our membership by providing continuous feedback loops so that we can respond to emerging needs of our members (trainings, technical assistance, annual and regional meetings, etc.) as necessary. We will expand our funding opportunities so that we can more quickly respond to these needs. We will continue to expand our sexual assault prevention work through the Rosemary Project and continue to work with community organizations to design and implement effective community level primary prevention strategies. We will continue to fight for better laws and policies when it comes to supporting victims/survivors, and we will continue to fight for systems level change in how the criminal justice system works with and offers a victim-centered, trauma-informed response to victim/survivors of sexual assault.

Board Composition:

Board members must believe in, and support the mission of MNCASA and possess skills, talents, and resources to govern effectively and to further the MNCASA mission and vision. The MNCASA Board will

consist of no fewer than ten (10) and no more than eighteen (18) persons, as defined in the MNCASA Bylaws.

Professional Experience:

A comprehensive evaluation identified the need to recruit individuals who can bring the following skills, experience, and expertise to the Board:

- Accounting/Financial Management
- Administration/Management
- Board of Directors' Experience
- Communications/Public Relations/Media
- Criminal Justice System
- Education
- Entrepreneurship/Business Development
- Faith Community
- Fund Develop, Planned Giving, and Donor Develop.
- Fundraising/Special Events
- Gender Studies
- Government Leadership/Public Office
- Human Resources
- Law Enforcement/Corrections
- Legal
- Lobbying or Public Policy Work
- Marketing/Advertising
- Military
- National leadership in DV or SV
- Nonprofit Leadership
- Social Justice
- Victim or Social Services Provision

Election of Board Members:

Procedure

- 1) Announce your interest in the Board of Directors by submitting your application. The application is designed both for slating and voting; some of your responses will be seen only by the current Board of Directors.
- 2) You can email us at board@mncasa.org for more information.
- 3) The Executive Director and Board Development Committee will review all applications submitted, schedule interviews as appropriate and prepare a slate of board candidates for approval by the Board of Directors.
- 4) The approved slate is then presented for election by membership.
- 5) Board Member elections will be held at the MNCASA Annual Meeting.
- 6) All applicants will be informed of their status upon completion of the process.

Timeline

- | | |
|--------------------|--|
| July 5, 2019 | Although nominations to the MNCASA Board may be submitted to the Board Development Committee at any time, completed applications for consideration in conjunction with the October 2019 Annual Meeting must be submitted with the candidate's resume to board@mncasa.org by the close of business. |
| July-August 2019 | Interviews will be conducted. All applicants will be notified of their status. |
| September 24, 2019 | Approved slate will be distributed to MNCASA member programs for review at least 30 days prior to Annual Meeting. |
| October 24, 2019 | MNCASA Annual Meeting. |

Orientation Schedule:

The Board Development Committee believes that onboarding our newest members is crucial for the work of our Board of Directors. With that in mind, we have scheduled time to come together to provide a broad overview of MNCASA, your duties as a member of the Board, and expectations. If you are selected to move forward on the Slate, the Board Development Committee Chair will work with you to identify next steps, including scheduling the time that works for you.

Board Member Duties:

- *Duty of Care:* Take care of MNCASA by ensuring prudent use of all assets, including facility, people, and good will.
- *Duty of Loyalty:* Ensure that MNCASA's activities and transactions are, first and foremost, advancing its mission; Recognize and disclose conflicts of interest; Make decisions that are in the best interest of the nonprofit corporation; not in the best interest of the individual board member (or any other individual or for-profit entity).
- *Duty of Obedience:* Ensure that MNCASA obeys applicable laws and regulations; follows its own bylaws; and that the nonprofit adheres to its stated corporate purposes/mission.

Thank you again for your interest in joining the MNCASA Board of Directors, with the collective knowledge, strength, and commitment of survivors, community based advocacy programs, allies, MNCASA staff, and you Minnesota can continue to be a leader in the anti- sexual violence field with the shared work of preventing sexual violence and promoting comprehensive and socially just responses to survivors. Thank you for offering your support, skills, and energy towards creating healthy, thriving communities in Minnesota free from sexual violence and other forms of oppression. Please feel free to contact us with any questions that you may have. Questions may be directed to Hannah Laniado hlaniado@mncasa.org or Becki Jordan becki.j@someplacesafe.info

In Community,



Hannah Laniado
Interim Executive Director



Becki Jordan
Board Chair

Overview of Board Member Position

Position Description

The Board is legally responsible for the overall direction and performance of MNCASA. The board carries out their responsibilities by establishing broad policy guidelines and by monitoring the Executive Director within that framework. It is the Executive Director's function to implement the policies established by the board and carry out day-to-day operations.

Eligibility

- Prospective candidates can be either a representative of a sexual assault advocacy program or an at large representative who brings the perspective of an allied organization, a specific community, and/or a related profession.
- Prospective candidates are committed to the mission and philosophy statements of MNCASA and support the vision of the organization.
- Prospective candidates are committed to fulfilling the responsibilities of the Board of Directors as listed below.

Board Member Responsibilities

In general, members of a non-profit coalition board of directors have the same duties as the directors of any business. In addition, coalition boards must act on behalf of MNCASA partner programs, meaning that individual directors have to balance individual interests, business interests, and partner program interests when making decisions.

Our primary responsibilities are to:

- Help shape the direction of the MNCASA through its mission, strategy and key policies.
- Hire, compensate, delegate responsibility to, and hold accountable the Executive Director.
- Contribute to an annual performance evaluation of the Executive Director
- Serve as a trusted advisor to the Executive Director in the development and implementation of MNCASA's strategic plan.
- Ensure the organizational leadership, resources and finances are commensurate to help MNCASA achieve and sustain positive outcomes.
- Maintain governing policies that realistically address the broadest levels of all organizational decisions and situations.
- Approve MNCASA's annual budget, audit reports, and material business decisions.
- Perpetuate the Board's leadership capacity using ongoing education, training, and recruitment
- Be informed, participatory, act in good faith, and meet all legal and fiduciary responsibilities.
- Assist in identifying and recruiting MNCASA board members of influence and affluence.
- Maintain confidentiality as required.
- Serve on committees to enhance the organization's efforts.
- Represent MNCASA to stakeholders and serve as an Ambassador for the organization.
- Ensure MNCASA's commitment to a diverse board and staff.

- Consider MNCASA a philanthropic priority and make an annual gift to reflect that priority.

In addition to the responsibilities and eligibility requirements outlined above, we have expectations of our board members that we urge you to consider and understand. Directors should expect to spend an average of 2-6 hours per month on board-related activities.

Board Member Expectations

- Attend the mandatory orientation for new board members.
- Attend and participate fully in board meetings in person or via electronic means. Special projects may require more time commitment.
- Be a member of at least one board committee and actively participate in discussion. It should be noted that Board Members elected or appointed to a Board officer position are required to serve on the Executive Committee in addition to one other committee. All committees meet on a monthly basis by phone.
- Be prepared for all meetings, including reading the meeting documents in advance of every board or committee meeting.
- Attend other MNCASA events, such as member meetings and trainings.

First Name: _____ Middle Initial: _____ Last name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Office Phone: (_____) _____ Ext: _____ Cell Phone: (_____) _____

Email Address: _____

Employer: _____

Occupation: _____

If applicable, please provide the name of the sexual assault program with which you are affiliated:

Describe your affiliation with the sexual assault program :

Background

Please indicate areas below you have expertise or skills (*please check all that apply*):

- | | |
|--|---|
| <input type="checkbox"/> Accounting/Financial Management | <input type="checkbox"/> Government Leadership/Public Office |
| <input type="checkbox"/> Administration/Management | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> Board of Directors' Experience | <input type="checkbox"/> Law Enforcement/Corrections |
| <input type="checkbox"/> Communications/Public Relations/Media | <input type="checkbox"/> Lawyer |
| <input type="checkbox"/> Criminal Justice System | <input type="checkbox"/> Lobbying or Public Policy Work |
| <input type="checkbox"/> Education | <input type="checkbox"/> Marketing/Advertising |
| <input type="checkbox"/> Entrepreneurship/Business Development | <input type="checkbox"/> Military |
| <input type="checkbox"/> Faith Community | <input type="checkbox"/> National leadership in Domestic or Sexual Violence |
| <input type="checkbox"/> Fund Development, Planned Giving, and Donor Development | <input type="checkbox"/> Nonprofit Leadership |
| <input type="checkbox"/> Fundraising/Special Events | <input type="checkbox"/> Social Justice |
| <input type="checkbox"/> Gender Studies | <input type="checkbox"/> Victim or Social Services Provision |
| | <input type="checkbox"/> Others (please list) |

Please briefly elaborate on the expertise and skills you checked on the previous page (*use separate sheet of paper if necessary*):

Business and Community Involvement

Please list any organization affiliations or memberships:

List boards you have served on and positions held:

List any charitable or community activities you have been involved in. Please include name, dates, offices held, and committee work (*use separate sheet of paper if necessary*):

MNCASA

What is your interest in joining the MNCASA Board at this time?

How will your participation on the MNCASA Board further the anti-sexual violence work in Minnesota and the nation?

MNCASA is committed to representation on the Board of Directors that reflects the diversity of Minnesota. How does your participation on the Board add to the diversity of this body?

Availability to Serve

Time commitment can vary significantly based on which activities the Board chooses to pursue. MNCASA Board responsibilities require monthly meetings for each board committee and bimonthly Board meetings. Total commitment averages 2-6 hours per month.

Board appointment would require a 2-3 hour orientation for new members. Will you commit to participating in the orientation within 30 days of appointment or election?

- Yes
- No

Could you regularly attend bimonthly Board meetings?

- Yes
- No

Standing Time Conflicts:

Board membership requires participation on one committee. It should be noted that Board Members elected or appointed to a Board officer position are required to serve on the Executive Committee in addition to one other committee. MNCASA Board Committees typically meet each month by phone. Meetings are an hour long. Could you regularly participate in these conference calls?

- Yes
- No

Board Committees and descriptions are listed below. Please check which committees you would be interested in joining.

- Finance Committee:**
The Finance Committee ensures that MNCASA's financial procedures and statements are evaluated to determine that adequate fiscal controls and procedures are in place and that the organization is in good financial health. The Finance Committee is responsible for developing and reviewing fiscal controls and procedures, a fundraising plan, and annual budget with staff, accountant and other Board members.
- Board Development Committee:**
The Board Development Committee is responsible for nominating a slate of Board candidates each year and for Board training and development.
- Personnel Committee:**
The Personnel Committee is responsible for developing personnel policies. To the best of their ability, the Committee, with the Executive Director, will stay aware of personnel trends and legal requirements and incorporate them into MNCASA's personnel policies. The Personnel Committee also operates as the MNCASA grievance committee.
- Fund Development Committee:**
The Fund Development Committee oversees and creates opportunities for fundraising and advises board members regarding an annual fundraising strategy aligned with the board approved development plan. The committee, in partnership with the Executive Director, creates activities and messages that expand the visibility of the organization and works with staff and board to explore donor appreciations, cultivation and stewardship.

Can you provide a minimum two year commitment to MNCASA?

- Yes
- No

Please provide three references that can attest to skills, expertise, or volunteer experience.

Reference #1 Information

Name: _____

Title: _____

Employed By: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Email Address: _____

Reference #2 Information

Name: _____

Title: _____

Employed By: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Email Address: _____

Reference #3 Information

Name: _____

Title: _____

Employed By: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Email Address: _____

Please return this application along with a copy of your resume to:



Minnesota Coalition Against Sexual Assault
Attn: Board Development Committee Chair
161 St. Anthony Avenue, Ste. 1001
St. Paul, MN 55103
or email to board@mncasa.org

I verify that the above information is true.

Signature

Date

To Be Completed by Board Development Committee

Approved Denied

Received by MNCASA Staff / / Received by Board Development Committee / / Reviewed / /

Meets Current Need Criteria Yes No Interview Scheduled Yes No

Interviewer: _____

Reference Checks Completed Yes No Filling Term for _____ Yes No

Included on Slate for 20 _____ Yes No Completed Board Matrix Survey / /

Orientation (*following appointment*) / /