



Dear Prospective Board member,

Caregivers Outreach Mentorship Empowerment will be electing several new members to our Board of Directors. We will be entering our fourteenth year of service as family caregivers' advocates empowering family caregivers with accessible resources and knowledge to make comfortable choices and decisions that will have a positive impact upon the quality of life for themselves and their loved ones they care for. We believe the role that family caregivers play within our family, community and nation is vital to our healthcare system. Moreover, the need for increased recognition and appreciation of their vital roles are long overdue.

We are entering a challenging and exciting time of innovation and change, including embarking on groundbreaking research to study Youth Caregiving as well as hosting the first of its kind, Youth Caregiver Symposium, that we hope will launch a much needed national conversation about the effect the caregiver role can have on young people's emotional and physical well being.

We are looking for board members who believe in our mission and are willing to be *active* in their governance roles to help navigate us through these exciting new initiatives so that we develop into an even stronger organization with greater impact. Specifically, we are seeking individuals with community outreach, fundraising and social media experience that have networks that can be activated to support and shed light on the needs of all family caregivers.

If you are interested in being a part of a dynamic board and are excited about making a difference in family caregivers' lives, both young and old, we ask that you complete our brief board member application and email it to [info@comeoutreach.org](mailto:info@comeoutreach.org). Below is a description of the open board roles as well as an overview of the commitments we are asking board members to make. Please feel free to contact me with any questions or concerns at 347-691-8272. We do expect that once elected our board members will participate in at least one committee

Please feel free to contact us directly with any questions or concerns.

Sincerely,  
Diane Cooper, CEO  
President and Founder



## Caregiver Outreach Mentorship Empowerment

### Executive Board Overview

The Executive Board of COME is a highly dynamic group of individuals who are committed to the mission of supporting family caregivers both young and old. Below is some basic information about how the board functions and the commitments that board members are expected to meet.

#### **Board Membership Types**

The COME Executive Board has two membership types. Both Board Member Types are essential to the organization and we believe that those that serve in both types benefit from the collegial atmosphere and professional network created by the board as well as the overall good feeling from supporting great work.

1. **Executive Board Member**: Traditional Executive Board Members are members that are highly engaged, attending most meetings, sitting on or chairing committees and take a prominent role in the direction of the organization as voting members.
2. **Executive Board “Member-at-Large”**: Members-at-Large are members that may not have the time to dedicate to serving as traditional board members but are still passionate about the mission of the organization and wish to provide support. These are non voting members, who have a lower meeting requirement, are not required to sit on any committees BUT do have a higher “Give/Get” Commitment. Limited spaces available.

#### **Board Term and Financial Commitment**

Each board member is expected to serve a two year term, however we understand that life happens and things like Board Members moving or needing to reduce their commitment may happen.

Each Board member is required to meet the \$25 Monthly Dues \$300 Annually. \$200 Give/Get Commitment and Members At Large are required to meet an annual commitment of \$750. Board Members can fulfil this requirement by personally donating to the organization, selling tickets to the Annual Caregivers Recognition Ceremony, fundraising and directing cash OR in Kind Donations to the organization that amount to the Give/Get.

#### **Meetings**

The board meets at least once a month both virtually and in person for 2 hours. There may be occasions where the board or specific committees meet more frequently especially leading up to our two large scale yearly events. In Person meetings generally take place in Bronx, NY. Members are expected to attend monthly, missing more than 3 meetings may result in removal from the board. Members at Large are expected to attend 2 meetings throughout the year, ideally the New Year Kick Off Meeting and Final Meeting of the Year.



## Board Positions and Committees

### Executive Committee

- President- Diane Cooper
- Vice President (**Open**)- Vice president provides leadership to the organization, Evaluates annually the performance of the organization in achieving its mission,Discusses issues confronting the organization with the Chief Executive, performs duties when the president isn't available.
- Treasurer (**Open**)-A Treasurer manages or oversees the management of the financial affairs of the organization. Includes providing reporting at meetings about current account balances as well as benchmark tracking to fundraising goals.
- Secretary (**Open**)-The secretary of a nonprofit organization plays a critical role in fostering communication and ensuring proper management and utilization of important organizational records. Maintain board meeting schedule, send meeting reminders, takes minutes and distributes minutes post meeting
- Fundraising Committee Chair- Shakira O'Kane
- Communications and Marketing Chair- Kristin Morris
- Research and Advocacy Committee Chair- Nikki Stewart
- Community Outreach Ann Purnell

### Standing Committees

#### *Fundraising Committee*

This committee is the “Life Blood” of the organization because without funding the programming, research and advocacy could not be done. This committee will source fundraising ideas, may plan and execute separate fundraising events, support grant writing and other fund development initiatives. This committee is also charged with helping to get the organization to meet their annual fundraising goal.

#### *Communications and Marketing Committee*

This committee is tasked with helping to develop and review public facing communication like flyers, brochures, social media posts, end of year program reports, research reports and other marketing materials. This committee is integral to ensuring that all events are well publicized and hopefully well attended. This committee is particularly collaborative as it's work cuts across the other committees.

#### *Research and Advocacy Committee*

This committee is tasked with researching current caregivers issues and suggests potential research questions that COME will explore and develop academic research around. This committee is also tasked with researching any current legislation around caregiving both local and national, monitoring elected officials positions on caregiving, developing the COME advocacy platform and liaising with elected officials to advocate for the COME platform.



**Community Outreach Committee**

This committee is tasked with reaching out to community organizations to seek partnership, opportunities and projects to enhance the awareness about our program.

**Ad Hoc Committees-** These are committees that are formed by the board as needed

All traditional board members must serve on at least 1 standing committee. Members-at-Large are encouraged to participate in a standing committee or Ad Hoc Committee if they would like but it is not required. Traditional Board members may also elect to run for an open Executive Committee Position.

**Prospective Board Member Application**

**Your Contact Information:**

First and Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Please attach a copy of your most current Resume/CV OR Give us the URL to your up to date LinkedIn Profile: \_\_\_\_\_

What type of board membership are you interested in?

\_\_\_\_\_ Executive Board Member OR \_\_\_\_\_ Executive Board “Member At Large”

Why do you wish to serve on the Board of Directors of Caregivers Outreach Mentorship Empowerment?

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What experience/skills would you bring to the Board?

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Describe any other community group(s) or organization(s) that you are or still involved with. Please describe your role in each.

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Do you have any knowledge, experience or involvement with seniors and/or youth?

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How did you hear about COME?

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All Board members sit on a standing committee. Please Rank your interest in the current Standing Committees

(1 = highest interest, 3 = least interest)

- \_\_\_\_\_ Fundraising Committee
- \_\_\_\_\_ Communications and Marketing Committee
- \_\_\_\_\_ Research and Advocacy Committee

Beyond the standing committees, do you already have any ideas about potential ad hoc committees or specific areas of the organization that you would like to help with. If so, please let us know:

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**We sincerely appreciate your interest in supporting COME and we will be in touch soon.**

**Thank you.**