



1132 South Chugach Street, Palmer, AK 99645

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**PALMER SENIOR SERVICES, INC., dba MAT-SU SENIOR SERVICES
APPLICATION FOR BOARD OF DIRECTORS**

Thank you for your interest in serving as a Director on the Mat-Su Senior Services (MSSS) Board of Directors. The mission of MSSS is to promote honor, dignity, security, and independence for older Alaskans and to assist them in maintaining a meaningful quality of life. Our core values are respect, trust, independence, security, compassion, and unity. MSSS is a 501(3)(c) non-profit organization.

We have an active Board of Directors who are passionate about our mission and committed to provide strategic leadership, financial support, and fiduciary governance for our organization. The purpose and basic responsibilities of the MSSS Board are described on page 3 of this application. Regular Board meetings are the Monday before the Membership meetings, held on the second Wednesday each month at the MSSS Headquarters building (1132 S. Chugach St.) in the second-floor conference room. In addition to attending the monthly Board and Membership meetings, Board members are expected to actively participate in at least one Board committee, support fundraising activities, make annual personal financial donations, and advocate on behalf of the organization in the community.

Applicants for the Board of Directors may be: a) appointed by the Board to fill a vacancy, if applicable, or b) elected by the members at a Membership meeting held for that purpose. A candidate running for the Board of Directors by election, must receive a majority of the valid votes cast in order to win election.

Because of our close interaction with our seniors, MSSS is required by law to perform a background check on all Board members, staff members, and key volunteers.

Please complete the following information and return your application to the MSSS Headquarters Administration Office, (where it will be forwarded to the Board President,) either in person, by fax (907-746-5173), or by mail it to 1132 S. Chugach St., Palmer, AK 99645. If you have any questions, please call our office at 907-745-5454 and ask for the Chief Executive Officer (CEO) or Board President.

Your Name: _____ Years in Alaska: _____

Street Address: _____

Mailing Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Personal Email: _____ Work Email: _____

Employer (if any): _____ Occupation: _____

Why would you like to be a Mat-Su Senior Services Board member? _____



How did you learn about Mat-Su Senior Services? _____

Do you have any experience with Mat-Su Senior Services? Please Describe: _____

Are you a member of a non-profit board or do you volunteer for other civic affiliations? (civic, professional, or trade associations):

Do you hold an office or have a special relationship with any of the groups you listed above? _____

If so, What office and/or position do you hold? _____

When will your term expire? _____

If selected to join the Mat-Su Senior Services Board of Directors on which of the following work groups would you be interested in serving?

___ Governance

___ Finance

___ Events and Fundraising

___ Membership

___ Volunteers

___ Donor Development

___ Board Development

___ Program Development

___ Resource Development

___ Community Networking

___ Strategic Planning

___ Facility Planning and Construction

Please describe any special experiences, skills, and expertise that you could bring to the Board: _____

If you are not selected as a member of the Board, would you like to volunteer to assist our organization in various ways that match your skills and interest? Yes No

I hereby certify that all information provided in this application is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

Thank you again for your interest in the Mat-Su Senior Services. We look forward to the possibility of working with you in the near future. A member of the Board may be in touch with you soon to schedule an interview.



Board Roles and Responsibilities

The Purpose of the MSSS Board is to:

- Add value as a strategic asset to advance MSSS's mission.
- Maximize return to stakeholders, members, families, funders, community, and volunteers.
- Provide assurance that MSSS values, assets and purpose are safely held in public trust.

Basic Responsibilities of all MSSS Board Members

1. Determine Mission and Purpose.

- a. Develop mission statement in alignment with MSSS Mission and that articulate the goals, means, and primary constituents services.
- b. Fully understand and be passionate about the MSSS Mission.

2. Hire and support the Chief Executive Officer

- a. Determine role and responsibilities of the CEO.
- b. Recruit and hire the most qualified candidate.
- c. Provide periodic performance evaluations and feedback to the CEO.
- d. Ensure that the CEO has moral and professional support needed to accomplish goals.

3. Provide proper financial, legal, and ethical oversight.

- a. Approve and assist in development of annual budget.
- b. Ensure that proper financial controls are in place.
- c. Review and accept the annual audit report.
- d. Ensure MSSS adheres to laws, regulations, and ethical standards.
- e. Ensure that appropriate policies are established and followed.

4. Ensure Effective organizational planning.

- a. Lead the strategic planning process.
- b. Assist in planning and monitoring goals.
- c. Ensure Board policies and decisions are consistent with the strategic plan.

5. Ensure adequate financial resources.

- a. Work in partnership with the CEO and staff to develop resources needed to fulfill the mission.
- b. Provide time, talent, and financial support to further MSSS's mission.
- c. Actively support fund raising and donor relationship development activities.
- d. Make an annual financial contribution that is personally significant.

6. Monitor and strengthen programs and services.

- a. Ensure programs are consistent with the MSSS mission.
- b. Monitor quality, cost efficiency and overall effectiveness of programs in achieving desired impact.

7. Ensure public image.

- a. Articulate MSSS mission, accomplishments, and goals to the public.
- b. Be an advocate and champion to garner public support for the MSSS mission.
- c. Provide feedback to the CEO on public image issues.

8. Improve Board performance.

- a. Recruit Board members with the skills and connections to provide leadership to MSSS.
- b. Provide ongoing training and orientation to all Board members.
- c. Periodically evaluate Board performance.