



## Membership Information and Application for Board and Board Committees

Thank you for considering service on the AIDSNET Board of Directors and/or Committees. AIDSNET's mission is building healthier communities by planning and funding HIV care and prevention services. As one of seven Pennsylvania Regional Subrecipients, AIDSNET is charged with assisting the growing population of people with HIV and ensuring quality of services across a six-county region that includes Berks, Carbon, Lehigh, Monroe, Northampton, and Schuylkill Counties.

We need community members and professionals like you who live in our region to serve on our Board of Directors and/or Committees to help oversee funding allocation, program evaluation, and quality management of services. Our goal is a diverse and inclusive Board of Directors and Committees. AIDSNET does not discriminate on the basis of race, color, religion, sex, gender, gender identity or expression, national origin, marital status, age, ancestry, sexual orientation, source of income or disability. All Board of Directors and Committee Members serve without compensation.

Board of Directors and Board Committee descriptions and responsibilities are listed below for your consideration.

**Board of Directors** meets on the first Tuesday of every other month (beginning in February of each year) from 5-7pm. General responsibilities include:

- Governing the organization, which includes assuming full responsibility and authority for the overall management of the organization
- Providing overall guidance, direction, and monitoring for the completion of regional goals, as well as review and approval of the organization's budget and fiscal management
- Ensuring that the organization does not engage in any activity that will jeopardize our federal tax exemption
- Attend and participate in AIDSNET's Annual Meeting, held no later than October 31 of each year
- Attend special meetings called by the Board Chair or a majority of Directors
- The term for each Director is four (4) years. A four-year commitment is preferred but is not a requirement. Directors may be reappointed for additional four-year terms.

**Allocations Committee** meets on the first Wednesday of every other month (beginning in January of each year) from 3:30-4:30pm. Membership is open to Directors and the community. General responsibilities include:

- Overseeing the preparation of the AIDSNET Request for Proposal (RFP)
- Developing a proposed budget for the provision of services
- Formulating policy recommendations regarding the allocation of funds
- Formulating recommendations for the use of amendment funds

- Reading and scoring of proposal submissions and making award recommendations to the Board of Directors
- Attending and participating in the Allocations Committee proposal review and scoring meetings, generally held on consecutive Saturdays or Sundays between mid-February and mid-March
- Reviewing, in a general manner, the fiscal and programmatic monitoring reports of subgrantees
- Visiting subgrantees to learn more about their services and operations, as time permits

**Finance Committee** meets on the first Thursday of every other month (beginning in January of each year) from 5-6pm. Membership is open to Directors and the community. General responsibilities include:

- Reviewing the annual operating budget(s) to be included in the contract with the PA Department of Health
- Reviewing monthly financial statements
- Reviewing and approving the annual audit
- Reviewing, in a general manner, the financial monitoring of subgrantees
- Reviewing modifications to the organization's budget in cases where the scope of the services to be provided is changing
- Reviewing year-end spending reports
- Providing technical assistance to staff on an as-needed basis

For more information, contact Victoria McKinzey-Gonzalez, Executive Director, at 610-882-1119 or [executive.director@aidsnetpa.org](mailto:executive.director@aidsnetpa.org). To apply, please complete and sign the attached *Application for Board and Board Committee Membership* and *Conflict of Interest Statement for Prospective Board Of Directors and Board Committee Members* forms, and return them to Victoria's attention via email at [executive.director@aidsnetpa.org](mailto:executive.director@aidsnetpa.org), or via fax at 610-954-7921. Once again, thank you for your interest.



## Application for Board & Board Committee Membership

Date of Application

Name

Pronouns

Street Address

City

State

Zip

County

Current Employer

Title/Position

Phone Numbers (Please check preferred phone number)

Home

Mobile

Office

Email Address (Please check preferred email address)

Home

Office

Preferred method of contact?

Phone

Email

Best day/time to reach you?

How did you learn about AIDSNET/AIDSNET Board and Committee Member opportunities?

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> AIDSNET Website                    | <input type="checkbox"/> Social Media                                | <input type="checkbox"/> Colleague/Friend |
| <input type="checkbox"/> Volunteer Center of the LV Website | <input type="checkbox"/> Current/Past AIDSNET Board/Committee Member |   |
| <input type="checkbox"/> Current/Past AIDSNET Staff         | <input type="checkbox"/> Other (Please list):                        |   |

**I am interested in serving on the:** (Please check all that apply)

Board of Directors

Allocations Committee

Finance Committee

List Your Education/Trainings/Certifications:

**Skills/Experience** (Please check all that apply)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Accounting/Finance                                 | <input type="checkbox"/> Administration/Management  | <input type="checkbox"/> Board Development        |
| <input type="checkbox"/> Fundraising  | <input type="checkbox"/> Grant Writing              | <input type="checkbox"/> Healthcare/Public Health |
| <input type="checkbox"/> HR/Personnel                                       | <input type="checkbox"/> Marketing/Public Relations | <input type="checkbox"/> Nonprofit Experience     |
| <input type="checkbox"/> Outreach   | <input type="checkbox"/> Policy Development         | <input type="checkbox"/> Program Development      |
| <input type="checkbox"/> QM/Evaluation                                      | <input type="checkbox"/> Special Events             | <input type="checkbox"/> Strategic Planning       |
| <input type="checkbox"/> Training Development                               | <input type="checkbox"/> Translation                | <input type="checkbox"/> Website Design/IT        |
| <input type="checkbox"/> Other (Please list other skills/experience below): |   |   |

Please list current and/or previous Boards & Committee experience (business, community, fraternal, professional, recreational, social, etc.). Include the name of the organization, your role/title, and years of service.

List any other current volunteer commitments.

Briefly describe why you are interested in working with AIDSNET.

How do you feel AIDSNET will benefit from your involvement on the Board or Committee(s)?

What do you hope to gain from the experience?

AIDSNET Board of Directors and Committee Members stay connected and engaged through meeting attendance, committee work, events, email, and other communications. Do you have the time and resources to be an active member?      Yes      No

Are you comfortable soliciting others for Board of Directors or Committee membership and/or funding?      Yes      No

If yes, describe any experience(s) in doing so:

Please share any other information you feel is important for consideration of your application to serve as an AIDSNET Board or Committee Member:

**Please attach a copy of your most recent resume/CV:      Resume/CV attached**

By submission of this application and my signature, I verify that all information and supporting documentation provided are true. I also acknowledge and agree to the distribution of this application and supporting documentation to AIDSNET staff and current Board of Directors for review and consideration for Board/Committee Membership.

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Applicant Signature

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Date



## **Conflict Of Interest Statement For Prospective Board Of Directors and Board Committee Members**

For the purposes of this Statement, conflict of interest means being employed by or sitting in an advisory position to such company, corporation, or organization, or having a contract or agreement to provide services or materials, supplies, equipment, land, or other personal or real property to the company, corporation, or organization, or having more than a five percent ownership interest, including ownership in the aggregate by such person and any immediate family member.

I, \_\_\_\_\_, hereby state that (check one statement below):

by serving on the AIDSNET Board of Directors or Committees, no conflicts of interest exist between me and any individual or other entity.

by serving on the AIDSNET Board of Directors or Committees, a conflict does indeed exist. I will provide prompt, full, and frank disclosure of my interest to the Board in the space below. I understand that the Board will determine by a majority vote whether the disclosure shows that a conflict of interest does exist or can reasonably be construed to exist. If a conflict is deemed to exist, I shall not vote on, nor use my personal influence on, nor participate (other than to present factual information or respond to questions) in the discussions or deliberations with respect to such contract or transaction.

\_\_\_\_\_  
Prospective Board/Committee Member Printed Name

\_\_\_\_\_  
Prospective Board/Committee Member Signature

\_\_\_\_\_  
Date