

Board of Directors

Frequently asked questions

What makes me qualified to serve on the VOICE Board of Directors (BOD)?

Ethics – a fundamental piece of our work is transparency and accountability. These are the critical traits we seek in our BOD peers.

Respect – we ask that you are open to different viewpoints and ideas.

Availability – we ask that you participate in monthly “standing” board meetings either virtually or in person, according to CDC recommendations.

Diligence – come to meetings and events prepared. If there are materials or reports that must be read in advance of a meeting, we ask that you have done the homework and come ready to contribute.

What is the role of the BOD?

The board focuses on **governance, oversight and support** of the organization as a whole, while staff focuses on day-to-day operations and service delivery.

How much time will I need to devote to BOD service?

VOICE bylaws call for a term of four years for each board member and membership on the board cannot exceed two consecutive four-year terms. Each month the board members convene with occasional requests for a member to serve on committees dedicated to certain aspects of the organization's operations (for example, the "personnel committee").

Outside of meetings, the BOD generally conducts two annual events. The first is a fundraising event that is based on the organization's needs and the availability of resources. The second is the VOICE annual meeting wherein the staff and board come together to review the performance of the organization over the past year as well as the goals for the upcoming year.

Will I be paid for my service on the BOD?

This role is a volunteer position, so payment is not contemplated. However, we do capture your commitment in hours, including travel time, over the period of each year of service. This is made available to you for individual tax purposes, based on your tax professional's advice.

While there is no legal obligation to make a financial contribution, our bylaws recommend an annual gift by each member of the BOD of \$130.00.



Board of Directors Membership Application

Date: _____

Name: _____
 First MI Last

Contact Details [Residence]

Address: _____

Phone: _____ E-mail: _____

Employer [If applicable]

Name of Employer: _____

Job title: _____

Address: _____

Phone: _____ E-mail: _____

Type of business or organization: _____

Preferred method of contact: () Work () Residence

Please list other volunteer/service related experience you bring (business, civic, community, fraternal, political, professional, recreational, religious, social).

Organization	Role/Title	Dates of Service
_____	_____	_____
_____	_____	_____

Optional – Have you received any awards or honors that you'd like to mention?

How do you feel (VOICE) would benefit from your involvement on the Board? [or attach letter of interest]

Skills, experience and interests (Please circle all that apply)

- | | |
|----------------------------------|------------------------|
| Finance, accounting | Education, instruction |
| Personnel, human resources | Special events |
| Administration, management | Grant writing |
| Nonprofit experience | Fundraising |
| Community service | Outreach, advocacy |
| Policy development | Other _____ |
| Program evaluation | Other _____ |
| Public relations, communications | Other _____ |

Please list any potential conflicts of interest relative to VOICE: [see conflict of interest questionnaire]

Please tell us anything else you would like to share.

Thank you very much for applying

Please email this completed application to:

lindas@voiceforvictims.com

or mail to:

VOICe

Attn: Board of Directors

111 S. Cliff St., Ste 1A

Butler, PA 16001

Adopted April 2021

**ANNUAL CONFLICT OF INTEREST DISCLOSURE QUESTIONNAIRE
FOR
VICTIM OUTREACH INTERVENTION CENTER
a Butler County, Pennsylvania Nonprofit Corporation**

Victim Outreach Intervention Center, (the “Agency” or “VOICe”) conducts its business with the highest degree of ethical standards. Members of the Board of Directors (“Directors”) and employees are expected to model the ethical behavior in their leadership and business transactions of behalf of VOICe. This Conflict of Interest Disclosure Questionnaire is designed to elicit information from directors, management and employees to assure they are acting in the best interest of VOICe and to identify any conflicts of interest that they may have. All Directors and employees must annually fill out this questionnaire and agree to comply with VOICe’s Conflict of Interest Policy.

A conflict of interest may occur where directors or employees have a financial, business or personal interest that is in conflict or appears to be in conflict with the interests of VOICe. Immediate disclosure of conflicts of interest is an essential obligation. VOICe has a structured conflict of interest process with the following steps:

1. Directors, supervisors and employees must identify or recognize the financial, business and personal interest in conflict with VOICe interest,
2. They must next disclose the conflict to the President of the Board, VOICe Board of Directors or the Executive Director of VOICe, respectively,
3. The Board of Directors will assess any impact of the conflict on VOICe,
4. The Board of Directors will discuss possible remedial actions with the Executive Committee, will discuss possible remedial actions with the employee, and
5. If necessary, the Board of Directors will discuss the conflict and proposed remedial action with the President of the Board or Executive Director of VOICe. Remedial actions may range from firewalls in the director’s or employee’s work, to recusal from a vote, business decision or transaction involving VOICe or the other organization, to withdrawal from the other organization’s business or board of directors, to other actions that eliminate the conflict of interest or appearance of a conflict.

This questionnaire is to be completed annually and as changes are updated throughout the year (e.g., marriage).

In completing this Questionnaire, please note that the term “VOICe” includes the VOICe headquarters and all chapters. The phrase “*immediate relation*” includes a person’s spouse, domestic partner, partner through a civil union, reciprocal beneficiary, parents or step-parents, children or step-children (including adopted), siblings, mothers and fathers-in-law, sons and daughters-in-law, brothers and sisters-in-law, grandparents or step-grandparents, spouses of siblings or children, or anyone (other than domestic employees) who shares such person’s home.

7. Legal Proceedings

Are there any legal proceedings adverse to VOICe pending or anticipated in which you, an individual with whom you have an immediate or former relation or any entity listed by you in response to the above questions are a party?

_____ Yes

_____ No

If yes, please list them below.

8. During the past five years have you been convicted in a criminal proceeding or are you now the named subject of a pending criminal proceeding (excluding traffic violations and other minor offenses)?

_____ Yes

_____ No

If yes, please provide the details below.

9. Other

Is there anything that has not been asked in this Questionnaire that you believe VOICe should know, e.g., previously employed by a competitor of VOICe or previously on the board of a competitor? If yes, please provide the details below.

ANNUAL VOICE CONFLICT OF INTEREST DISCLOSURE QUESTIONNAIRE

I, _____, certify that the information on this Questionnaire is accurate and that I have answered each question to the best of my knowledge. I agree to discuss any conflicts listed on this questionnaire with my supervisor and/or the President of the Board of Directors, Executive Director of VOICE and to refrain from participating in any discussions, deliberations, decisions and/or voting relating to the matter presenting the conflict until such time as it is determined by VOICE that the conflict is mitigated or otherwise resolved.

Signature: _____ Date: _____