



**YAKIMA**

**APPLICATION FOR APPOINTMENT  
NAMI Yakima Board of Directors  
POLICIES AND PROCEDURES**

**II. Board of Directors**

**Section 1 – Introduction**

The NAMI Yakima Board of Directors serves as the agency’s governing body. The policies and procedures outlined here are designed to better facilitate that process.

**Section 2 – Board Norms**

1. Start and end meetings on time.
2. Attend board meetings. Attendance will be reflected in minutes – present, excused, not excused.
  - a. Depending on the size of the board, a quorum of at least 51% of the board of directors must be present in order to conduct business of the organization.
3. Read Board packets and other pertinent information before the meeting. Come prepared to discuss the agenda. Bring your passion, ideas, and solutions to the table.
4. Keep on track with agenda discussion; other items/business will be discussed at the end of the meeting.
5. No talking while others have the floor. Be respectful.
6. Respect the individual opinions of others – no personal attacks.
7. Minimize side talking.
8. Maintain confidentiality – nothing leaves the board meeting.
9. No ‘parking lot’ meetings.
10. The Board President shall remain neutral.
11. Make decisions based on the best interests of NAMI Yakima – avoid personal bias and interest.
12. Have fun!

\_\_\_\_\_ (initial here)

**Section 3 – Conflicts of Interest**

All board members and staff of NAMI Yakima shall scrupulously avoid conflicts – perceived, potential, or real – between their personal, business, professional, or financial interests and those of the association.

Any member of the board having a ‘duality of’ or conflict of interest of any matter, should not vote or use personal influence on said matter. Further, the member shall recuse her/himself from discussion and voting pertaining to the issue. The minutes of the meeting should reflect that a disclosure was made, the abstention from voting, the absence from the room during the review and vote, and the resulting quorum decision. When there is doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the board of directors as to whether to exclude the person concerning whose situation the doubt has arisen.

Board members and staff shall be made aware of this conflict of interest policy. It will be reviewed annually. All board members and staff shall sign a form acknowledging receipt of the policy and agree to abide by its provisions while serving with NAMI Yakima.

\_\_\_\_\_ (initial here)

**Section 4 – Nepotism**

No two members of the same immediate family – spouses, parents, children, etc. – may serve on the board of directors and/or on the executive committee at the same time.

## **Section 5 – Job Descriptions**

### **Major Responsibilities of the Board of Directors**

1. Determine and further the organization’s mission and purpose
2. Aid in the selection of the Operations Manager
3. Ensure effective organizational planning
4. Ensure adequate organizational resources
5. Manage resources effectively
6. Enhance the organization’s public image
7. Serve as a Court of Appeal
8. Regularly assess its own performance

\_\_\_\_\_ (initial here)

These major responsibilities will be attended to through the Board’s role in the following organizational areas:

### **Administrative**

1. Aids in the selection of the Operation’s Manager and other staff as necessary
2. Supports the Board President’s role as the Operation’s Manager’s primary supervisor

### **Governance**

1. Establish and/or continues the legal or corporate existence of the affiliate
2. Ensures that the affiliate meets legal requirements for the conduct of the affiliate business and affairs
3. Adopts and revises bylaws and ensures that the affiliate operates within them
4. Adopts policies which determine the purpose, governing principles, functions and activities and courses of action of the affiliate

### **Fiduciary**

1. Approves and monitors the corporate finances of the affiliate
2. Creates a financial climate for fulfilling the affiliate mission/purpose
3. Authorizes and approves an annual audit (if needed)
4. Responsible for all expenditures dealing with affiliate property

### **Fund Development**

1. Makes annual financial contribution at a level consistent with financial ability to ensure 100% board participation in annual giving
2. Ensures that sufficient funds are available for the affiliate to meet its objectives
3. Actively recruits and introduces individuals and corporations to the affiliate, and supports cultivation of new and existing corporate, foundation, individual, and planned gift donors or prospects
4. Participates in fundraising activities of the organization including personal solicitation campaigns, special events, donor recognition, etc.

### **Public and Community Relations**

1. Understands and interprets work of affiliate to the community
2. Relates the program of the affiliate to the work of other agencies, organizations, and corporations, and focuses on progress in the community as a whole.

\_\_\_\_\_ (initial here)



APPLICATION FOR APPOINTMENT  
NAMI Yakima Board of Directors

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Occupation (if retired or not currently employed, please indicate former occupation, if any):  
\_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Have you ever had involvement with person(s) who have mental illness? **Yes No**

If yes, what has been your personal and/or professional involvement? (Please check all that apply.)

- I have a mental illness. (I am a mental health 'consumer')
- I am a family member of someone with a mental illness
- I am a professional who works with those with mental illness
- I am an interested community member who would like to learn more about mental health
- Other: \_\_\_\_\_

List Volunteer, Fundraising, Leadership Roles, and Professional or Community involvement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever served on any board of directors? **Yes No**

If yes, please list: \_\_\_\_\_

Describe how you plan to contribute to NAMI Yakima's Board of Directors:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list two (2) personal and/or professional references:

Name	Phone	Reference Type (personal/professional)
_____	_____	_____
_____	_____	_____

\*I, \_\_\_\_\_, have read Chapter II, Section 3 – Conflicts of Interest, of the NAMI Yakima Policies and Procedures and agree to abide by its provisions while serving with NAMI Yakima.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_