

**CURRENT POSITIONS OPEN:**

* Director (2 openings)
* Treasurer

**ELIGIBILITY:** Board positions are open to any adult, ages 18 and up. All Board positions are voluntary. No compensation will be made for any duties performed by the Member.

**GENERAL REQUIREMENTS:**

* Member must be able to commit to a minimum of 2-4 hours monthly for meetings, emails and phone calls.
* Member must commit to attending all major 4:12 Kids events, when possible. These events included, but are not limited to: Easter Eggstravaganza, Back-to-School Event, Christmas Event.
* Member must consider attending other 4:12 Kids sponsored activities. These items may include, but are not limited to: Prom Event, Thanksgiving Box Prep and Deliver, parades and other events where 4:12 Kids has a presence.
* Member must be willing to promote 4:12 Kids by word of mouth, social media and other mediums as they become available.

**DEADLINES:** The application process will be open until the posted positions are filled. Applications are always accepted for Directors and will be selected when and as the current Board deems necessary and appropriate.

Applications may be submitted in person or by mail to the 4:12 Kids Office, who address are listed on the bottom of this page. Emailed applications will not be accepted. Applications may be downloaded and filled out or picked up at the office, address below.

**SELECTION PROCESS**: The Board will review all completed applications. The top applicants will interview first with the Executive Director and may move to a final interview before the entire Board of Directors. All applicants will be notified of their status via email and / or standard mail.

**QUESTIONS:** Any questions or concerns can be submitted to Charity Kittrell, Executive Director 4:12 Kids, at 512.668.4334 or charity @412kids.org

4:12 Kids

Board Member Application

**BASIC DUTIES FOR EACH POSITION INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:**

**Director:**

* Serves in the position for 2-years.
* Together with all Directors, makes up the Board of Directors.
* Board of Directors has control and management of the affairs and business of the organization.
* Makes rules and regulations concerning the organization.
* Approves and affirms any and all employees, staff or Members necessary in the conduct of the business of the organization.
* Approves the budget, large financial requests and other requests made of the organization.

**Treasurer:**

* The treasurer shall have the care and custody of all monies belonging to the organization, be responsible for such monies or securities of the organization and be one of the officers who may sign checks or drafts of the organization.
* Submit to the Executive Director, a monthly written account of the finances of the organization by the 10th day of each month.
* Assist in the creation and maintenance of a written Budget.
* Assist with end of year financial reports.

\*NOTE: Members’ duties may be altered from time to time, upon the discretion of the Board of Directors, based upon necessity.

**Submit Completed Applications to:**

***In-Person Via Mail***

4:12 Kids Office 4:12 Kids

521 N. Pecos Street PO Box 1324

Lockhart, TX 78644 Lockhart, TX 78644

**POSITION YOU ARE SUBMITTING FOR:**

 Director Treasurer

**APPLICANT DATA**

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ M.I. \_\_\_\_\_\_

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

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_

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

**CURRENT EMPLOYMENT**

Employer’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title / Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly describe your duties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**WORK / VOLUNTEER EXPERIENCE**: Please list any work or volunteer experience that directly relates to the position in which you are applying. Use additional paper if necessary.

Company / Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City Located: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title / Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates Worked \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_ Hours per Week: \_\_\_\_\_

Why did you leave: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly describe your duties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Company / Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City Located: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title / Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates Worked \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_ Hours per Week: \_\_\_\_\_

Why did you leave: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly describe your duties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Company / Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City Located: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title / Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates Worked \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_ Hours per Week: \_\_\_\_\_

Why did you leave: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly describe your duties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**COMMUNITY ACTIVITIES**: Please list any other organizations you currently serve in or belong to, or have in the past 10-years. Put a check in the last column if you are currently involved in the organization listed. Use additional paper if necessary

|  |  |  |  |
| --- | --- | --- | --- |
| *Organization* | *# of Yrs* | *Office Held or Member* | *Currently Serving* |
|  |  |  |  |
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**CHARACTER REFERENCES:** List the names and contact of 2 people that can provide a character reference for you. These should not be family members.

1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years Known: \_\_\_\_\_\_\_\_\_\_\_\_\_

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

2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years Known: \_\_\_\_\_\_\_\_\_\_\_\_\_

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

**QUESTIONAIRRE:**

1. How well do you know and understand the Mission and Vision of 4:12 Kids?

 ( ) Very Well ( ) Well ( ) Read about it somewhere ( ) Didn’t know they had one

2. Have you ever volunteered at a 4:12 Kids event?

 ( ) Yes ( ) No If yes, which event(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. 4:12 Kids is a Bible-based organization. Are there any circumstances that would prevent you from participating in events that include prayer, Bible stories or discussion of God?

 ( ) Yes ( ) No If yes, please explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. In your opinion, rate the importance of the following as they relate to non-profit organizations:

 Very Important Somewhat Neutral Not Unknown

 Important Important Important

Fundraising ( ) ( ) ( ) ( ) ( ) ( )

Sponsor Relations ( ) ( ) ( ) ( ) ( ) ( )

Volunteers ( ) ( ) ( ) ( ) ( ) ( )

Office / Building ( ) ( ) ( ) ( ) ( ) ( )

Hours of Operation ( ) ( ) ( ) ( ) ( ) ( )

Special Programs ( ) ( ) ( ) ( ) ( ) ( )

Financial Transparency ( ) ( ) ( ) ( ) ( ) ( )

Board of Directors ( ) ( ) ( ) ( ) ( ) ( )

Community Involvement ( ) ( ) ( ) ( ) ( ) ( )

Leadership ( ) ( ) ( ) ( ) ( ) ( )

Social Media Presence ( ) ( ) ( ) ( ) ( ) ( )

Networking ( ) ( ) ( ) ( ) ( ) ( )

5. Lastly, we want to hear in your words why you want to be part of this organization. Feel free to use additional paper if necessary.

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**CERTIFICATION**: In submitting this application, I certify that the information provided is complete and accurate to the best of my knowledge. Falsification of information may result in the termination of any awarded position. This application becomes the property of 4:12 Kids and will be held in strict confidence.

Applicant’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_