



BOARD OF DIRECTORS APPLICATION

Thank you for your interest in serving as a member of the Board of Directors for the Westfield Youth Assistance Program (WYAP). Serving on the Board is a rewarding experience and an opportunity for personal and professional growth. Completing this form will help you understand the skills and time/resource commitments of this leadership position.

Please return the completed application to the Westfield Youth Assistance Program by email to klogan@westfielddap.org.

The Board's Nominating Committee will use this application to identify and evaluate potential board candidates. If the Nominating Committee moves forward with your nomination, your form will be shared with the entire Board. All new directors are elected by a majority vote of current board members.

BOARD MEMBER RESPONSIBILITIES

Each board member is asked to complete a Westfield Youth Assistance Program (WYAP) Board Membership Agreement when elected. The agreement states the following:

I understand that as a member of the Board of Directors of the Westfield Youth Assistance Program, I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and mission of WYAP, and I will act responsibly and prudently as its steward. As part of my responsibilities as a board member:

- a. I will interpret the organization's work and values to the community, represent the organization and act as a spokesperson.
- b. In turn, I will interpret our constituencies' needs and values to the organization, speak out for their interests, and hold the organization accountable on their behalf.
- c. I will attend six (6) of the eight (8) general board meetings each year which typically fall on the 4th Thursday of the month (with exceptions) 7-8:30 am. If applicable, I will attend five (5) out of six (6) Executive Board Meetings.
- d. I will attend the local board retreat annually (Friday, January 23, 2026, and typically in January for future years).
- e. I will make a financial contribution at a level that is meaningful to me no later than December 1 of each year without having to be asked.
- f. I will actively participate in 1 or more fundraising activities; in addition, I will attend special events and committee meetings.
- g. When available, I will assist the EIAs with interviews, phone calls, or other tasks.

- h. I will excuse myself from discussions and votes where I have a conflict of interest.
- i. I will stay informed about what is going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, or other matters. I will not stay silent if I have questions or concerns.
- j. While I am a member of this Board, I will make every effort to vote in every public election.
- k. I will work in good faith with staff and other board members as partners toward achieving our goals.
- l. I will complete my Board Term of 3 years and have an option to renew for 3 years.
- m. If I don't fulfill these organizational commitments, I expect the board president to call me and discuss my responsibilities with me.

CANDIDATE INFORMATION

First and Last Name: _____

Employer (if applicable): _____

Current Position/Title: _____

Home Address: _____

City: _____

State: _____ Zip Code: _____

Cell Phone: _____

Office Phone: _____

Preferred Email Address: _____

Provide a list of any prior WYAP participation:

You are welcome to attach a resume instead of completing the following Education, Work, and Community questions.

Educational Background:

Work History:

Community Activities (Include other board positions you have held):

BOARD CANDIDATE QUESTIONNAIRE - REQUIRED

Why would you like to be a WYAP Board Member?

What skills would you bring to contribute to the success of WYAP?

How can you contribute toward fundraising, recruiting mentors, tutors, and new committee members for WYAP?

Do you have any known conflicts of interest?

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The Board of Directors seeks a complementary balance of knowledge, skills, and experience at a Governance Level. Please identify those areas in which you have basic or advanced competencies and areas you are interested in:

	Basic	Advanced	Interested
Business Management	☐	☐	☐
Community Leadership	☐	☐	☐
Education/Training	☐	☐	☐
Finance/Accounting	☐	☐	☐
Governance & Leadership	☐	☐	☐
Human Resources	☐	☐	☐
Fundraising	☐	☐	☐
Government/Political Acumen	☐	☐	☐
Healthcare Administration/Policy	☐	☐	☐
Event Planning	☐	☐	☐
Legal	☐	☐	☐
Real Estate/Property Management	☐	☐	☐
Public Relations/Communications	☐	☐	☐
Quality/Risk Management	☐	☐	☐
Strategic Planning	☐	☐	☐
Grant Writing	☐	☐	☐
Technology	☐	☐	☐
Sponsorship Management	☐	☐	☐
Data Storytelling	☐	☐	☐
Other (Please Specify):			
	☐	☐	☐

FOR BOARD USE ONLY

☐ Candidate had a personal meeting with either an Officer, Director, or Other.

☐ Date: _____

☐ Nominee reviewed by the committee.

Date: _____

☐ Board Action: ☐ Elected ☐ Rejected

Date: _____

☐ Nominee proposed to the Board.

Date: _____