



AMERICA'S SERVICE COMMISSIONS (ASC) BOARD MEMBER APPLICATION OVERVIEW

America's Service Commissions (ASC) seeks applicants for its Board of Directors. As a membership organization, ASC advances service and volunteerism in the states through a national network of state service commissions representative of all streams of national and community service. The ASC Board of Directors provides oversight and counsel on planning and policy development, financial oversight and resource development, as well as associated member services. Information regarding Board member expectations and application materials are detailed in this document.

BOARD ROLES AND RESPONSIBILITIES

Terms of Office

The members of the Board of Directors are elected for three-year terms. Board members may serve two consecutive terms. In special circumstances, Board members may serve additional years based on the recommendation of the Nominating Committee and approval by the Board of Directors.

Board of Directors Meetings

1. In-person meetings (each typically three-four hours):
 - a. Annual Meeting – Washington, DC in conjunction with AmeriCorps Symposium (September)
 - b. First quarter of calendar year – Washington, DC in conjunction with the annual ASC Leadership Convening
2. Webinars:
 - a. Full Board webinars – two hours each, typically occur quarterly

Committee Requirements

Beyond participation in Board meetings (in-person and webinars), each Board member is expected to be an active participant in one of the standing or ad hoc committees (typical time commitment of 2-5 hours per month, depending on the committee). Board members may be responsible for outside project work in support of the committee, such as drafting documents for review or communicating with commissions and/or other stakeholders regarding the work of ASC.



Anticipated committees for 2019-20 include:

- **Executive Committee** – composed of Board officers
- **Finance/Audit Committee** – oversees ASC financial statements and annual spending
- **Membership Committee** – provides training and technical assistance support and scopes member benefits for state service commissions
- **Nominating Committee** – manages the Board nomination process and updating of Bylaws
- **Public Policy Committee** – guides ASC’s public policy efforts
- **Resource Development Committee** – develops plans to secure financial resources for ASC, including planning fundraising events and drafting grant requests

Travel Requirements/Reimbursement

Regular travel expenses related to meeting attendance are not reimbursed by ASC (except for Youth Commissioners); however, members may request reimbursement from their respective commissions (subject to available funding). **ASC requests that travel expenses for Youth Commissioners be cost-shared by the commission on which the Youth Commissioner serves.** Some Board members that also serve as commissioners donate their individual travel expenses to their state commission as in-kind match.

Financial Contribution Requirement

All Board members are expected to provide financial contributions in support of the work of ASC. Board members are encouraged to provide a minimum gift of \$200 on an annual basis. Youth Commissioners are encouraged to donate an appropriate amount based on their financial circumstances.

BOARD RECRUITMENT TARGETS FOR 2019-2020

Overall Board Composition

Current ASC Bylaws allow for a total of 25 Board members. Board members should include a mix of staff members employed by state service commissions as well as commissioners serving on state service commissions. Priority for staff member appointments will be given to state service commission executive directors, but other staff members will also be considered. At least one of the commissioners should be a Youth Commissioner (age 17-24). Further, ASC seeks to ensure geographic diversity by including four representatives from each of five geographic clusters (see Geographic Diversity below for more information).



In addition, up to five members of the Board may be filled by at-large Board members – individuals who represent organizations or networks that work closely with state service commissions around the country.

Geographic Diversity

ASC seeks up to **six new Board members** based on current and expected vacancies on the Board of Directors. Although applications will be accepted and reviewed for the Atlantic (CT, DC, DE, MA, MD, ME, NH, NJ, NY, PA, PR, RI, VT) and Southwest (AR, AZ, CO, KS, LA, MO, NM, OK, TX) clusters, it is not anticipated that there will be any vacancies in these two clusters. Applications are encouraged from all states, but priority in selection will be given to applicants from states that are not currently represented on the ASC Board. Targets by geographic cluster are as follows:

- Commission Staff Members/Commissioners*
 - One staff member/commissioner from the North Central Cluster (IA, IL, IN, MI, MN, ND, NE, OH, WI)
 - One staff member/commissioner from the Pacific Cluster (AK, CA, GU, HI, ID, MT, NV, OR, UT, WA, WY)
 - One staff member/commissioner from the Southern Cluster (AL, FL, GA, KY, MS, NC, SC, TN, VA, WV)

*One or more of these positions may be filled by Youth Commissioners up to a maximum of three Youth Commissioners. **All applicants for Youth Commissioner positions must have a letter of reference from the executive director of their respective commission.**

In addition, up to three At-Large Board member positions will be open for the 2019-20 Board cycle.

Skills and Interests

Although general interest and support of the work of state service commissions is the primary criteria for selection of Board members, ASC also seeks Board members who demonstrate the following skills and interests:

- Communications – expertise in developing and executing social media and other communications strategies
- Grants Management – individuals with expertise in federal grants management
- Finance/Administration – individuals with experience in budgeting, accounting, and financial management
- Legal – individuals with legal experience, particularly federal regulatory issues



- Public Policy – experience and skills in developing strategy to secure public resources in support of national service programming and mobilizing others to do so
- Resource Development – demonstrated experience in fundraising, including event planning and/or success securing private grants in support of associations

SELECTION PROCESS AND TIMELINE

Selection Process for Prospective New Board Members

Individuals interested in Board membership must submit completed application materials via the following link no later than 5:00 p.m. ET on Friday, June 28, 2019 – <https://www.surveymonkey.com/r/ASCBoardApp>.

Applications received by the deadline will be reviewed by the ASC Nominating Committee. Members of the Nominating Committee may contact candidates for additional information. The Nominating Committee will prepare a slate of candidates for review by the ASC Board. Once adopted by the Board, the slate will be distributed to the ASC Membership no later than 30 days prior to the upcoming ASC Annual Meeting (Tuesday, September 17, Washington, DC – time TBD). The Nominating Committee will present an overview of the slate and process utilized to develop the slate at the Annual Meeting for adoption by the ASC Membership. Candidates recommended as part of the slate are strongly encouraged to attend the ASC Annual Meeting.

Selection Process for Current Board Members Seeking Reappointment

Board members seeking reappointment due to the expiration of their term, do not need to complete the application materials, but must notify Kaira Esgate, CEO of ASC, of their intent to be reappointed no later than Friday, June 28.

All candidates will be notified of the status of their application no later than Friday, August 16.

Selection Timeline

Tuesday, May 28	Board Application Materials Available
Friday, June 28	Board Application Materials Due by 5:00 p.m. ET – https://www.surveymonkey.com/r/ASCBoardApp
July 15-19	Initial Review of Applications by ASC Nominating Committee



July 22-26	Potential Follow-up with Candidates/Preparation of Candidate Slate for Board Review
Week of August 5	Board Reviews Slate of Candidates/Slate of Candidates Finalized for Distribution to ASC Membership
Friday, August 16	Board Applicants Notified of Status/Slate Distributed to ASC Membership for Adoption at ASC Annual Meeting
Tuesday, September 17	Slate Adopted at ASC Annual Meeting in Washington, DC
Tuesday, October 1	Term Begins for New Board Members and Board Officers
Early-October	New Board Member Orientation (virtual)

QUESTIONS/ADDITIONAL INFORMATION

For additional information regarding the selection process, please contact:

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OR

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