



## **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**

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#### 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 four-five 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 three per year

ASC is committed to providing necessary accommodations to ensure that all Board members can actively participate in Board meetings.

#### 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 2021-22 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 who also serve as commissioners donate their individual travel expenses to their state commission as in-kind match.

#### Financial Contribution to Support the Work of ASC

ASC seeks 100% Board member participation in meeting its annual unrestricted funds goal. Board members can participate in the annual drive either through a direct financial contribution and/or through leveraging support for the organization towards the unrestricted funds goal (e.g., securing event sponsorships). Youth Commissioners are encouraged to donate an appropriate amount based on their financial circumstances. ASC encourages interested potential Board members to not view the financial contribution participation goal as a deterrent in applying for a Board position.



## **BOARD RECRUITMENT TARGETS FOR 2021-22**

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### 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 regions (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.

### Commitment to Justice, Equity, Diversity, and Inclusion

As an organization, ASC is committed to justice, equity, diversity and inclusion as outlined in our JEDI plan. As such, ASC seeks Board members that align with the following values:

- Justice – we believe ASC plays a role in dismantling barriers to resources and opportunities within the field of national service and volunteer engagement and that will be most successful when the Board is a space for difficult yet courageous conversations on ways we can do our work better so all people have opportunities to serve;
- Equity – we believe that an awareness of how systemic inequities have affected our society and those an organization serves enables Boards to avoid blind spots that lead to flawed strategies, and creates powerful opportunities to deepen the organization's impact, relevance, and advancement of the public good;
- Diversity – we believe that organizations can better achieve their missions by drawing on the skills, talents, and perspectives of a broader and more diverse set of leaders, and that the diversity of viewpoints that comes from different life experiences and cultural backgrounds strengthens Board deliberations and decision-making; and,
- Inclusion – we believe that an inclusive Board culture welcomes and celebrates differences and ensures that all Board members are equally engaged and invested, sharing power and responsibility for the organization's mission and the Board's work.



### Geographic Diversity

ASC seeks **one new Board member** based on current and expected vacancies on the Board of Directors. Although applications will be accepted and reviewed for all regions, applications from the North Central region, as defined below, will be given priority. 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.

- Commission Staff Member/Commissioner\*
  - One staff member/commissioner from the North Central region (IA, IL, IN, MI, MN, ND, NE, OH, WI)

\*This position may be filled by a Youth Commissioner. **All applicants for Youth Commissioner positions must have a letter of reference from the executive director of their respective commission.**

### 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**

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### 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, July 2, 2021 – <https://www.surveymonkey.com/r/2021ASCBoardApp>



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 virtual ASC Annual Meeting (day and 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, July 2.

All candidates will be notified of the status of their application no later than Friday, August 13.

#### Selection Timeline

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| Tuesday, June 1      | Board Application Materials Available  |
| Friday, July 2       | Board Application Materials Due by 5:00 p.m. ET –<br><a href="https://www.surveymonkey.com/r/2021ASCBoardApp">https://www.surveymonkey.com/r/2021ASCBoardApp</a> |
| July 6-16            | Initial Review of Applications by ASC Nominating Committee   |
| July 19-30           | Potential Follow-up with Candidates/Preparation of Candidate Slate for Board Review  |
| By Friday, August 6  | Board Reviews Slate of Candidates/Slate of Candidates Finalized for Distribution to ASC Membership   |
| By Friday, August 13 | Board Applicants Notified of Status/Slate Distributed to ASC Membership for Adoption at ASC Annual Meeting   |
| TBD September        | Slate Adopted at virtual ASC Annual Meeting  |
| Friday, October 1    | Term Begins for New Board Members and Board Officers   |
| Late-September       | New Board Member Orientation (virtual)   |



## **QUESTIONS/ADDITIONAL INFORMATION**

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For additional information regarding the selection process or to further discuss your candidacy for the ASC Board of Directors, please contact:

Kaira Esgate  
CEO, ASC  
[kesgate@statecommissions.org](mailto:kesgate@statecommissions.org)  
(916) 402-2008 (Pacific Time Zone)

OR

Shelly McAlpin  
Chair, ASC Nominating Committee  
[shelly@servewyoming.org](mailto:shelly@servewyoming.org)  
(307) 234-3428 (Mountain Time Zone)

OR

Owen Brown  
Youth Commissioner; ASC Nominating Committee Member  
[Onassis.ob@gmail.com](mailto:Onassis.ob@gmail.com)  
(601) 383-2380 (Central Time Zone)