



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 and territories 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 four to five hours)
 - a. Annual Meeting — Washington, DC in conjunction with the annual AmeriCorps Symposium (September)
 - b. First Quarter of Calendar Year — Washington, DC in conjunction with the annual ASC Leadership Convening (February)
2. Virtual (two hours each)
 - a. Full Board Meetings — typically three per year (spring, summer, December)

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 virtual), each Board member is expected to be an active participant in one of the standing or ad hoc committees (typical time commitment of two to five 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 2024-25 include:

- Executive Committee — composed of Board officers
- Finance/Audit Committee — oversees ASC financial statements and annual budget
- 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 are requested to provide an annual financial gift in support of ASC per their individual circumstances; the recommended yearly gift is \$200. 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 2024-25

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 two to three representatives from each of the eight AmeriCorps agency geographic regions. (See Geographic Representation 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 we 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.
- 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 Representation

ASC seeks at least **10 new Board members** based on current and expected vacancies on the Board of Directors. **In particular, ASC seeks 10 new Board members that are either current state service commission staff or serve as commissioners (including a Youth Commissioner). ASC does not expect any vacancies in the at-large Board members.** 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.

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 and territorial 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 — expertise in federal grants management
- Finance/Administration — experience in budgeting, accounting, and financial management
- Justice, Equity, Diversity, and Inclusion (JEDI) — expertise in advancing efforts related to JEDI including training, affinity group facilitation, and policy development
- Legal — 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

Additional Considerations

In addition to Geographic Representation as well as Skills and Interests, the Nominating Committee will factor in other considerations when building a Board of Directors that is reflective of the state service commission network. Additional considerations include demographics of Board members, size of state, and recent representation of the commission on the ASC Board.

Selection Process and Timeline

Selection Process for Prospective New Board Members

Individuals interested in Board membership must submit completed [application materials](#) no later than 5pm ET on Friday, May 24, 2024.

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 in-person ASC Membership Assembly (Tuesday, September 3).



The Nominating Committee will present an overview of the slate and process utilized to develop the slate at the ASC Membership Assembly for adoption by the ASC membership. Candidates recommended as part of the slate are strongly encouraged to attend the ASC Membership Assembly.

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, ASC Chief Executive Officer, of their intent to be reappointed no later than Friday, May 24.

All candidates will be notified of the status of their application no later than Friday, August 2.

Selection Timeline

Wednesday, May 1	Board Application Materials Available
Friday, May 24	<u>Board Application Materials</u> Due by 5pm ET
May 28-June 28	Initial Review of Applications by ASC Nominating Committee
July 1-19	Potential Follow-up with Candidates/Preparation of Candidate Slate for Board Review
Thursday, August 1	Board Reviews Slate of Candidates/Slate of Candidates Finalized for Distribution to ASC Membership
Friday, August 2	Board Applicants Notified of Status/Slate Distributed to ASC Membership for Adoption at ASC Membership Assembly
Tuesday, September 3	Slate Adopted at the In-Person ASC Membership Assembly
Tuesday, October 1	Term Begins for New Board Members and Board Officers
TBD October	New Board Member Orientation (virtual)



Questions and Additional Information

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

Kaira Esgate
Chief Executive Officer, ASC
kesgate@statecommissions.org
(916) 402-2008 (Pacific Time Zone)

OR

Kate Scheuritzel
Chair, ASC Nominating Committee
kate.scheuritzel@ct.gov
(860) 576-0367 (Eastern Time Zone)