



## **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 ASC Membership Assembly and ASC Innovation and Leadership Awards Reception (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 2025-26 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 2025-26**

### **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.

## **ASC Values**

The following values guide the work of the ASC Board of Directors, ASC staff, and the work of state service commissions.

- **Unity** — As the sole organization that brings together all Governor-led state service commissions, we honor the distinct voice of each individual member commission while seeking to find common ground and shared goals to advance national service and volunteering nationwide. We believe in the power of our collective voice to get things done.
- **Access** — We strive to make national service and volunteering accessible to all who want to serve. We advocate for removing barriers to national service and volunteering and will take actions that make service accessible to all communities and individuals.
- **Bipartisan** — We work strategically to build relationships on both sides of the aisle in a two-party political system and to find partners and champions across the political spectrum. We believe that service is inherently nonpartisan and that leaders of distinct ideologies can appreciate and understand the benefits of national service and volunteering.
- **Devolution** — State service commissions are key statutory partners with the federal government in the service infrastructure and delivery system. As social challenges are experienced locally within communities, local needs and interests are more easily identified through state structures than by large federal bureaucracies. We believe that state service commissions are uniquely positioned to strengthen communities by supporting sustained, well-managed volunteer and national service programming at the local level.

ASC seeks Board members that align with these values and represent the vast communities that the service commission network serves. Further, the ASC Nominating Committee will develop a slate of candidates that demonstrate an inclusive approach to leadership.



## Geographic Representation

ASC seeks at least **five new Board members** based on current and expected vacancies on the Board of Directors. **In particular, ASC seeks five new Board members that are either current state service commission staff or serve as commissioners (including a Youth Commissioner). ASC does not have any vacancies for 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 communications strategies
- Grants Management — expertise in federal grants management
- Finance/Administration — experience in budgeting, accounting, and financial management
- 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, June 20, 2025.



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 anticipated in-person ASC Membership Assembly (September 2025). 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 23.

All candidates will be notified of the status of their application no later than Friday, August 1.

### **Selection Timeline**

Wednesday, May 28	Board Application Materials Available
Friday, June 20	<u>Board Application Materials</u> Due by 5pm ET
June 23-July 3	Initial Review of Applications by ASC Nominating Committee
July 7-25	Potential Follow-up with Candidates + Preparation of Candidate Slate for Board Review
Week of July 28	Board Reviews Slate of Candidates + Slate of Candidates Finalized for Distribution to ASC Membership
Friday, August 1	Board Applicants Notified of Status + Slate Distributed to ASC Membership for Adoption at ASC Membership Assembly
TBD September	Slate Adopted at the In-Person ASC Membership Assembly
Wednesday, 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](mailto:kesgate@statecommissions.org)  
(916) 402-2008 (Pacific Time Zone)

OR

Samélia Okpodu-Pyuzza  
Chair, ASC Nominating Committee  
[samelia@gildedalliancegroup.com](mailto:samelia@gildedalliancegroup.com)  
(757) 869-7262 (Eastern Time Zone)