

## Letter to DVVC applicants

Thank you for your interest in joining our mission of turning trash into treasure by becoming a board member. In order to reach our goals and foster a community through sustainability we need to build a diverse team of passionate and driven volunteers to lead the way.

As a founder I value transparency and open communication. DVVC is a startup organization so this will be a working board, not just a governing board. Each member will be expected to contribute their skills to their specific area but also collaborate with other board members and assist on projects. As a start up, this includes voting on bylaws, work to understand legal requirements, assist in fundraising start-up costs, eagerness to recruit new members or learn new things if needed. It also means to actively be thinking of an efficient way to reach goals and communicate when there is opportunity or need for improvement. As a founder, I want all board members to be set up for success in the organization. To me this means providing resources before and after board meetings, encouraging teamwork opportunities, collaborating on task lists and creating reasonable deadlines and responsibilities. I am new to this position so I will actively work to expand my education and skill set.

Below is an overview of some helpful skills as well as an example of what kinds of committees DVVC might end up having and a general description of the responsibilities of a board of directors. Lastly you will find a more detailed description on our goals and an application to return.

I am looking forward to meeting you all and taking the next steps together.

Kaylee Rouse

### **Specific skills needed** (Some may overlap and not required to possess them all)

Marketing

Social media experience (Facebook, Instagram, Tik Tok)

Legal expertise

Financial management skills

Event organizing/coordinating

Background/passion for art, fashion, sustainability or textile reuse

Networking / public speaking

Bookkeeping

Program building

Website building

As Dumpster VVitch Coalition grows we will have a few committees to oversee certain areas or tasks of the organization, examples of this may include,

### **Outreach Committee**

This may include tasks like; events, marketing, public relations

### **Programs/Artist Committee**

This may include tasks like; Organizing programs, artist wait list, volunteers

### **Executive committee**

This may include tasks like; Monthly and annual budget building, Bookkeeping, and BTS work. Below is a general overview of a Board of Directors and the associated responsibilities.

### **Positions include:**

- Vice chairperson
- Secretary
- Treasurer
- Member at large

### **Responsibilities of the Board**

Dumpster VVitch Coalition keeps textiles out of the landfill and in peoples hands. As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for

- determining the mission of the organization and understanding its collective purpose
- selecting, supporting, and evaluating the performance of the chief executive
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- approving and monitoring the organization's programs and services
- enhancing the organization's public image
- assessing its own performance as the governing body of the organization
- ensuring legal and ethical integrity

### **Responsibilities of Individual Board Members**

Each individual board member is expected to

- know the organization's mission, policies, programs, and needs as well as understand its collective purpose
- Contribute your unique skills and specialties to the organization.
- read and understand the organization's financial statements and board materials in advance of meetings
- serve as active advocates and ambassadors for the organization

- fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission
- leverage connections, networks, and resources to develop collective action to achieve the organization's mission
- Give a meaningful contribution to the organization
- help identify personal connections that can benefit the organization's fundraising and reputational standing, and influence public policy
- prepare for, attend, and conscientiously participate in board meetings
- participate fully in one or more committees or taskforces
- engage in learning opportunities to better understand the community we serve
- respect the experiences of all who bring their voices and lived experiences into the boardroom and the organization

#### **Other responsibilities of nonprofit board members**

- uphold the legal duties and laws regarding nonprofit governance
- follow the organization's bylaws, policies, and board resolutions
- sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings

**Please read above and fill out the form below then email to [dumpstervvitchclothing@gmail.com](mailto:dumpstervvitchclothing@gmail.com).**

**We will get back to you as soon as possible.**

# DVVC Board member application

Name

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Email

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Phone

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**Do you live in SWFL?**

- Yes!
- No, but willing to commute when necessary.
- No but I would like to contribute digitally.

**Have you served on a non-profit board of directors before?**

- Yes
- No

**Why are you interested in being a part of the board?**

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## Skills and interests

Please mark the skills and expertise you want to bring to us that will strengthen our board and enhance the ability of our organization to deliver on its mission.

- Marketing
- Public Relations
- Accounting
- Reading / Understanding budgets and balance sheets
- Public Policy / Advocacy
- Legal Expertise
- Public Speaking / Presentations
- Event Planning HR / Administration
- Strategic Planning
- Social Media Marketing Web Design
- Fundraising
- Grant Writing
- Information Technology
- Professional Nonprofit Experience
- Facilities Real Estate
- Financial investment
- Management

**Are there any skills you wish to add?**

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## ATTRIBUTES

A board is an entity that governs, approves strategy and engages in robust discussion and debate on relevant issues. It must act as a single entity. As such, the personality traits you bring to the board will help us to ensure that we have a diversity of personality styles and traits.

- Collaborative
- Respectful of varying points of view
- Willing and able to lead a discussion
- Facilitative style
- Enthusiastic
- Comfortable speaking in front of groups
- Manages time well
- Optimistic
- Responsive
- Strong work ethic
- Good sense of humor
- Asks tough questions with respect

**Are there any attributes you would like to add?**

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**How would you like to contribute to Dumpster VVitch Coalition?**

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**Do you have any questions for me?**

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Email to [dumpstervvitchclothing@gmail.com](mailto:dumpstervvitchclothing@gmail.com)

Thank you for your submission, We will get back to you as soon as possible.