



**Mail:** P.O. Box 240663 ♦ Anchorage, AK ♦ 99524  
**Phys.:** 3900 Abbott Rd ♦ Anchorage, AK ♦ 99507  
**Ride Line:** 907-566-TROT (8768)  
**Fax:** 866-881-5009 **Text:** 907-350-0566  
**Web:** [www.EquineAssistedTherapyAlaska.org](http://www.EquineAssistedTherapyAlaska.org)  
**Email:** [Ride@EquineAssistedTherapyAlaska.org](mailto:Ride@EquineAssistedTherapyAlaska.org)

## Board of Directors Application Form

**Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Telephone:**

**Line 1:** \_\_\_\_\_ Home-Work-Cell **Primary?** Yes-No

**Line 2:** \_\_\_\_\_ Home-Work-Cell **Primary?** Yes-No

**Preferred Method of Contact:** Email – Phone (Text or Voice) – Mail

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**Present Occupation / Place of Employment:** \_\_\_\_\_

**How does EATA inspire you? Is there a specific program, person, or aspect of EATA that is the motivation for joining the board and using your talents to further EATA’s mission?**

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Please return this application form to Rebecca Widmer, Executive Director, c/o Equine Assisted Therapy Alaska, P.O. Box 240663, Anchorage, AK 99524. Applications are also accepted via e-mail to [rebecca.widmer@equineassistedtherapyalaska.org](mailto:rebecca.widmer@equineassistedtherapyalaska.org) and by fax: 866-881-5009.



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**Board commitment involves attendance at fundraising events and board meetings, visiting the center for ceremonies and donor recognition events, and visiting with potential donors.**

**1 – 4 hours a month of participation is normal, with an increased participation requested for fundraising events, such as our annual fundraiser, the Cowboy Ball. Tell us about your capacity (time, resources, experience) to serve as a board member: \_\_\_\_\_**

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**Are there specific days and/or times, that you will be unavailable? \_\_\_\_\_**

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**Tell us about your involvement with other non-profit orgs (length, position, dates):**

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**Tell us about your experiences and strengths in the following areas:**

**Fundraising (grants, events, direct mail, social media, capital campaigns, in-person):**

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**Finance (QuickBooks, IRS990, HR, Budgets, Investments, Audits/Reviews):**

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**Outreach (Marketing, Development, Advocacy):**

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**Tell us how becoming a board member will be a meaningful, fulfilling, or rewarding experience for you? How can we best support your needs?** \_\_\_\_\_

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### ***Board Member Job Description and Expectations***

#### **Board Purpose**

To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Equine Assisted Therapy Alaska so as to support the organization's mission and needs.

#### **Basic Board Responsibilities**

- Determine Equine Assisted Therapy Alaska's mission and purposes.
- Select the Executive Director and/or Program Director through appropriate processes.
- Provide ongoing support and guidance for the Directors; review their performance.
- Ensure effective organizational planning.
- Ensure adequate resources.
- Ensure effective use of resources.
- Determine and monitor EATA's programs and services.
- Enhance EATA's public image.
- Assess Board performance.
- Designate EATA as one of the top three organizations to which annual, personal donations are made.

#### **Qualifications**

- A college degree or equivalent certification, licensure or lifetime experience.
- Previous board experience or experience serving a national, membership nonprofit organization.
- Possess skills and expertise to complete or compliment the current board skill set.

**Board Members Share Responsibilities in These Key Areas:**

**Planning**

1. Approve EATA's mission, vision, values and goals and review staff's performance in achieving it.
2. Annually assess the environment and approve EATA's strategy in relation to it.
3. Annually review and approve EATA's plans for funding its strategy.
4. Annually review and approve EATA's budget.
5. Approve major policies and priorities.

**Organization**

1. Hire, monitor, appraise, support, reward, and when necessary change executive leadership.
2. Assure appropriate succession planning.
3. Assure that EATA's resources are equal to the requirements of the long-range goals.
4. Annually approve the Performance Review of the Executive Director and/or Program Director and establish their compensation.
5. Determine eligibility for and appoint Board Committees.
6. Annually review the performance of the Board and take steps to improve its performance.

**Operations**

1. Review the results achieved by EATA staff as compared with its Strategic Plan, short- and long-term goals, and the performance of similar institutions.
2. Be certain that EATA's financial structure is adequate for its current needs and its long-term strategy.
3. Provide candid and constructive criticism, advice, and comment.
4. Approve major actions of EATA, such as capital expenditures and major program and service changes.

**Audit**

1. Assure that the Board and its committees are adequately and currently informed of the condition of EATA and its operations.
2. Assure that published reports accurately reflect EATA's operating results and financial condition.
3. Ascertain that EATA Staff has established appropriate policies to define and identify conflicts of interest, and is diligently administering and enforcing those policies.
4. Appoint independent auditors.
5. Review compliance with material laws & regulations relevant to EATA.

**Requirements for Board Service**

1. Demonstrate interest in EATA's mission, goals, and long-term success.
2. Represent EATA to the community.
3. Dedicate the time necessary to faithfully support Board meetings, Committee meetings, and special requests.
4. Participate in fundraising activities and contribute an annual gift according to means.
5. Volunteer a minimum of eight (8) hours annually to the program.
6. Attend an annual board retreat or similar function to assess the future needs of the organization. This session will include experiencing the program as a participant, to understand the full range of services that EATA provides to its customers.

I have read and understand the requirements to be a member of the Board of Directors of Equine Assisted Therapy Alaska. I pledge that I will do my utmost to fulfill these functions and expectations to the best of my ability.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_