



Board of Directors Application Package

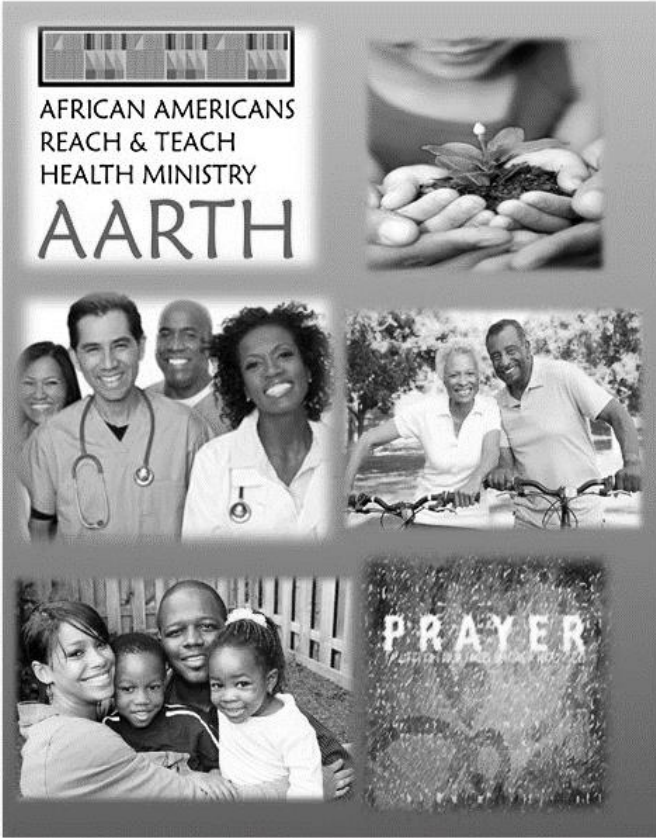


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About AARTH Ministry

The purpose of this package is to introduce you to African Americans Reach and Teach Health (AARTH) Ministry and an opportunity to become a member of the Board of Directors. AARTH is a faith-based (non-religious) capacity building nonprofit organization established in 2002 to respond to HIV/AIDS and other major health issues affecting people of African descent.

AARTH's mission is to increase the capacity of faith and health institutions to provide wellness and community care systems for people of African descent.

AARTH seeks to bridge the gap between the faith and health communities by promoting collaborative partnerships among churches, faith and community-based organizations, health, social service, and government institutions.

AARTH believes that God has given us everything we need pertaining to life and godliness through our knowledge of him who has called us by his own glory and goodness. We have the authority, gifts and abilities to change practices and situations that create negative health impacts and to develop relationships, systems, and environments that nurture and sustain good health. 2 Peter 1:3

We value health education and practices that empower African Americans to make wise decisions about maintaining physical and spiritual wellness.

In our vision we see African Americans living healthier and longer lives supported by thriving self-sustaining and culturally centered community-based health networks. We see adults and youth making informed decisions about their health and sexual practices. We see individuals using their gifts and abilities to serve each other and participate in legislative processes that determine health care policies and funding.

AARTH's goals are to:

- Increase the awareness and knowledge of people of African descent about health issues that disproportionately affect them.
- Promote responsible health practices among people of African descent.
- Increase the knowledge and skills of health providers and institutions to offer culturally appropriate behavioral change and behavioral health services.
- Strengthen the infrastructure of health ministries to provide services and effectively collaborate with others.

Guiding Principles

AARTH Ministry's values are founded on the Biblical principles of agape love, compassion, communication, integrity, peace, power, wholeness and wisdom. Our approach to addressing issues is based on what is just and ethical. Our key strategies for providing service are culturally relevant education, compassionate service, access to resources, and self-advocacy for better health care systems

Education cultivates better understanding and the motivation to change behaviors

We strive to deliver facts about health issues by presenting information in ways that are culturally relevant and respectful. This requires being aware of our audience's social-cultural norms and allowing the information we present to be interpreted based on their values and beliefs.

Compassionate service creates opportunities for action and reconciliation

Our values, vision, mission, and work ethics demonstrate and promote non-judgmental attitudes and the establishment of safe spaces for healthy dialogue.

Compassion is concern and kindness expressed through an attitude and behavior of unconditional acceptance of people.

Healthy dialogue occurs when people share, knowing that they and their comments are heard, respected, valued, and held in confidence. When this occurs, compassion, appreciation and affirmation are experienced by all.

A non-judgmental attitude is the ability to reserve personal attitudes, thoughts, beliefs and behaviors and to respect differences or similarities from one's own beliefs.

Safe space is a place where people find sanctuary; an environment that accepts and nurtures every person's presence.

Access to Resources increases the awareness and ability of people to receive needed services.

We work through collaborations, partnerships and referrals to link people to health and faith services that appropriately address the needs of the whole person.

Self-Advocacy empowers people to take responsibility for their own health by being part of the decision making process.

We promote involvement and ownership in the legislative and funding process for services and resources.

Prospective Board Members

AARTH Ministry invites people who are willing to respect our position of faith and embrace our vision, values, mission, guiding principles and goals to share their gifts, skills, and experiences by becoming a member of our board of directors. We provide the following information for your consideration as a prospective board member.

- I. AARTH is currently seeking individuals with the following skills and experiences:
 - Organizational Development
 - Fund Development
 - Financial Management
 - Marketing & Event Planning
 - Health Education & Technology
 - Legal Affairs
 - Policy Development
 - Human Resources

- II. All directors are asked to commit to the following basic responsibilities:
 - Commitment to serve a minimum of two year terms
 - Attendance at one two-hour board meeting each month
 - Participate on at least one board committee
 - Participate in establishing policies to advance AARTH's mission
 - Commitment to help secure and maintain funding resources necessary to sustain the organization
 - Commit to contributing an annual financial donation in the form of board member dues currently in the amount of \$600 unless changed by the board of directors. This amount can be paid in ways that are most convenient for the member.

- III. All board members will receive quarterly financial and program reports about the operations of the organization.

- IV. There are many benefits that come from serving on the board of directors a few of which we share here:
 - Free training for board members including access to accredited continuing health education courses
 - African American and African communities that are informed and educated to make healthy decisions
 - African American and African communities with increased capacity to care for its citizens
 - Better access to culturally relevant health training and resources
 - Opportunities to integrate your faith, profession, and service

Role of the AARTH's Board of Directors

Board Membership:

AARTH's Board of Directors shall be composed of individuals that are willing to respect our position of faith and embrace our vision, values, guiding principles and mission. Member shall reflect the communities and organizations that we serve and partner with for the purpose of carrying out our mission. Members shall have personal or professional experience working in African American and African communities, including the faith community. All prospective board members must complete a selection and nomination process that is approved by a quorum of the nomination body.

Organizational and Governance Development:

The Board of Directors shall be responsible for the overall operations including the development and approval of a comprehensive strategic plan, the organization's policies and procedures.

The Board of Directors shall establish a formal governance structure in the form of an executive committee and standing committees to undertake responsibility for sustaining AARTH and furthering its mission. The executive committee shall serve as the executive body of the Board of Directors and along with the standing committees is responsible for carrying out organizational affairs.

AARTH's role as a member of the larger community will at times require forming ad hoc committees and/or advisory council composed of key community stakeholders who represent faith institutions, health and social service providers and funders.

Funding and Fiduciary Responsibilities:

The Board of Directors shall take primary responsibility for obtaining and sustaining funding for the organization. The Board of Directors shall be responsible for identifying potential funding sources, making contacts with potential sources, developing funding proposals, and maintaining relationships with funders. The Board of Directors shall work with the Executive Director to develop the annual budget and carry out fiduciary responsibilities for the organization.

Oversight and Supervision:

The Board of Directors shall also be responsible for developing personnel policies, Executive Director's job description, hiring, managing and evaluating the Executive Director. The Board of Directors shall provide ongoing oversight of AARTH and guidance and direction for the Executive Director through review of work plans and benchmarks. The Board of Directors shall establish the necessary sub-committees to support the Executive Director with the development and implementation of the organization and its services.

Public Relations:

The Board of Directors shall work actively to build public awareness about the organization, promote program services and participate in appropriate collaborations to support the mission.

Ten Basic Responsibilities of Nonprofit Boards

Standards Set by the National Center for Nonprofit Boards

1. Determine the Organization's Mission and Purposes
 - Ensure the organization has as up to date written mission statement
 - Periodically review adequacy, accuracy and validity of mission
 - Assess program activities against the mission to ensure no drifting
 - Use in setting stage for fund-raising strategies and strategic planning
2. Select the Chief Executive
 - Review current status of organizations
 - Establish recruiting standards
 - Prepare job specifications and expectations
 - Clarify board's functions
3. Support the Chief Executive and Assess His or Her Performance
 - Provides frequent and constructive feedback
 - Introduce to important community contacts
 - Invited to important social functions
 - Support when board members overstep prerogatives or misunderstand their role
 - Conducts clear, open, comprehensive and fair assessment of performance of executive director
4. Ensure Effective Organizational Planning
 - Extensive involvement in strategic planning process to assume proper ownership of plan; ask good questions and serve as resources in areas of personal professional expertise
 - Assist in certain areas to be addressed by the plan
 - Approve the plan and annual progress reports
5. Ensure Adequate Resources
 - Set fund-raising targets and goals
 - Solicit individual gifts
 - Solicit corporate and foundation grants
 - Secure government contracts
 - Make an annual gift in line with means
 - Periodically consider and approve a fund-raising rationale and plan a "case statement"

6. Manage Resources Effectively

- Protect accumulated assets and manage current income properly, thus
- Develop and approve the annual budget
- Review monthly financial reports
- Review the annual audit
- Monitor the organization's reserve funds

7. Determine, Monitor, and Strengthen the Organization's Programs and Services

- Ensure that current or proposed programs and services consistent with the organization's stated mission and purposes
- Understand programs
- Ask the right questions

8. Enhance the Organization's Public Standing

- Serve as a link between the organization's staff or volunteers and its members, constituents, or clients
- Serve as ambassador, advocate and community representative for organizations
- Meet with elected officials, testify before legislative, court foundation program officers, speak to community groups, represent the organization at forums

9. Ensure Legal and Ethical Integrity and Maintain Accountability

- Ensure adherence to legal standards and ethical norms
- Establish policies to guide the organization's board members and staff, i.e.,
- Conflict-of-interest policies
- Delegate appropriated responsibilities to chief executive
- Adhere to provision of by-laws and articles of incorporation

10. Recruit and Orient New Board Members and Assess Board Performance

- Articulate and make known needs in terms of member experience, skills, influence, demographic and other considerations that define a balanced board composition
- Properly orient new board members
- Assess the performance of individual board members
- Recruit board members
- Assess the performance of the board: review board composition, process for identifying and recruiting prospective board members, committee structure, meetings, relationship with key constituencies, and overall performance

Board of Directors Candidate Application

Date _____

Personal Contact

Name _____

Address _____

Phone _____ Email _____

Employment

Company _____

Your Position/Title _____

Address _____

Phone _____ Email _____

Type of business or organization _____

Primary service(s) and area/population served _____

Preferred method of contact () Work () Residence _____

Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious, social).

Organization	Role/Title	Dates of Service

Education/Training/Certificates

Optional – Have you received any awards or honors that you'd like to mention?

How do you feel AARTH Ministry would benefit from your involvement on the Board?

Skills, Experience and Interests (Please check all that apply)

Finance, accounting
Personnel, human resources
Administration, management
Nonprofit experience
Community service
Policy development
Program evaluation
Public relations, communications

Education, instruction
Special events
Grant writing
Fundraising
Outreach, advocacy
Other _____
Other _____
Other _____

Please list any groups, organizations or businesses that you could serve as a liaison to on behalf of AARTH Ministry.

Please tell us anything else you'd like to share.

Thank you for your interest in becoming a board member. We appreciate you completing and returning this application along with your **resume and photo** to Betty Morgan, AARTH Ministry 901 Rainier Avenue North, Suite B102, Renton, WA 98057. You may also contact AARTH by phone at 206-850-2070, fax at 206-760-9434 or email at aarthministry@arth.com

Thank you very much for applying

Board of Directors Service Commitment Pledge

The Pledge is to be completed by candidates who have completed the board’s nomination process and accepted as a member of the board of directors.

I, _____, recognizing the important responsibility I am undertaking in serving as a member of the Board of Directors of African Americans Reach and Teach Health Ministry, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations in my role as a board member.

My role:

I acknowledge that my primary role as a board member is (1) to contribute to carrying out the organization’s mission, governance and fiduciary obligations; (2) to carry out the functions of the office of Board of Directors and/or Officer as stated in the bylaws.

This role is separate and distinct from the role of the Executive Director, who manages the operation and administration of the organization and staff, develops and implements program strategies.

My commitment:

I agree to respect AARTH’s position of faith as a ministry and embrace its vision, values, mission, guiding principles and goals. I will exercise the duties and responsibilities of this office with integrity, collegiality, and care.

Pledge

- To establish as a high priority my attendance at all meetings of the board and sub-committee on which I serve.
- To be prepared to discuss the issues and business addressed at scheduled meetings, having read the agenda and all background material relevant to the topics at hand.
- To work with and respect the opinions of my peers who serve this board and to leave my personal agenda and prejudices out of all board discussions.
- To always act for the good of the community.
- To represent AARTH in a positive and supportive manner at all times and in all places.
- To observe the parliamentary procedures and display courteous conduct in all board and committee meetings.
- To refrain from intruding on operations, program and administrative issues that are the responsibility of management, except to monitor the results and prohibit methods that conflict with board policy.

- To avoid conflicts of interest between by position as a board member and my professional and personal life. If such a conflict does arise, I will declare that conflict before the committee and refrain from voting on matters in which I have a conflict.
- To support in a positive manner all actions taken by the Board of Directors even when I am in a minority position on such actions.
- To agree to serve on at least one committee or task force, attend all meetings and participate in the accomplishment of its objectives. If I chair the Board of Directors, a sub-committee, or a task force, I will:
 1. Call meetings as necessary until objectives are met.
 2. Ensure that the agenda and support materials are mailed to all members in advance of the meetings.
 3. Conduct the meetings in an orderly, fair, open, and efficient manner.
 4. Make committee progress reports/minutes to the Board of Directors at its scheduled meetings, using the adopted format.
- To participate in:
 1. The annual strategic planning retreat
 2. Board of Directors self-evaluation programs
 3. Board of Directors development workshop, seminars, and other educational events that enhance my skills as a board member.

Compliance Agreements

As part of AARTH's policies and requirement and to maintain compliance with State laws we ask all volunteers complete the following forms which will be provided once the application is reviewed.

- AARTH's Conflict of Interest Agreement
- AARTH Confidentiality Agreement
- Washington State Background Check

If, for any reason, I find that I am unable to carry out the above duties as best as I can, I agree to resign my position as a board member/officer.

Board of Directors Member's Signature

Date

Congratulations and welcome to the AARTH Ministry team! Thank you for completing and returning this commitment pledge to AARTH Ministry 901 Rainier Avenue North, Suite B102, Renton, WA 98057. You may also contact AARTH by phone at 206-850-2070, fax at 206-760-9434 or email at aarthministry@aarth.org

AARTH Ministry Program Services



Access to Wellness Network @ www.aarth.org

AWN equips churches with training and online access to culturally relevant health

information and resources that can be used for educating congregations and communities.

Health Ministry Development



A faith-centered strategic planning Program for African American churches that includes course work and technical assistance for developing holistic health ministries.

Body & Soul

A wellness initiative developed by and for African American churches, an initiative of the National Cancer Institute implemented locally by Fred Hutchinson Cancer Research Center and AARTH Ministry. The initiative includes the resources to educate members and help change eating practices to include a diet rich in fruits and vegetables. Churches receive peer education training, materials, cook books and videos on nutrition and healthy soulful menus.



Living Healthier with Chronic Disease

Peer education training for individuals living with chronic disease. Individuals learn how to use problem solving, decision-making and coping skills to confront the ever-changing challenges of living with a chronic illness. The

course licensed by Stanford University and facilitated by AARTH's licensed master educators.

Faith Community Nursing (FCN) Service FCN is the specialized practice of professional nursing that focuses on intentional care of the spirit as part of

promoting holistic health and preventing or minimizing illness. AARTH collaborates with nursing/health organizations and institutions to engage practicing, retired and student nurses in providing preventative health services. FCN provides technical assistance for health ministries by offering educational workshops, conducting screenings, assessments and referrals services.

HIV/AIDS Education and Training

AARTH works with the Northwest AIDS Education and Training Center/ University of Washington to offer over 30 HIV/AIDS courses, clinical preceptorships, clinical consultations, web-based learning and initiatives for professionals providing health care, treatment and education services for people of African descent in the Alaska, Oregon, Idaho and Washington States.



HIV /AIDS Education for Licensures: HIV/AIDS education certification for professionals seeking Washington State Department of Health licensing.

Orientation for Clergy: Customized HIV/AIDS training for clergy.

Who Will Speak for Me ...creates safe spaces for healthy dialogue about HIV/AIDS

This mini-documentary explores the impact of HIV/AIDS among people of African descent and the role of the faith and larger community. The video includes a leader's and participant's guide and is available upon request.

