



Dear fellow members of Chicago Women in Philanthropy (CWIP),

On behalf of CWIP's Board of Directors, it is my pleasure to announce that we are seeking qualified and motivated candidates to serve as Board members. In August 2019, CWIP will elect candidates whose three-year terms will begin in September.

Currently, the CWIP Board is made up of 18 members. It is our goal to create a Board that reflects diversity on many levels including age, race and ethnicity. CWIP seeks the participation of individuals with a broad range of backgrounds and significant experience in the philanthropic and non-profit sector. We strive to ensure that the diversity of our Board mirrors the diversity of our membership.

To be eligible:

- Must be CWIP member in good standing
- Be willing to serve a three-year term
- Represent a foundation, corporate giving program, non-profit organization, or an individual committed to the advancement of women and girls.

An active board is crucial to the success of CWIP. CWIP prides itself on being a place where women work together regardless of their position or the organization for which they work. This is a working board and we seek individuals who are willing to participate in leadership activities as strategic thinkers, planners, workers, collaborators, and decision-makers who foster an environment in which open conversations take place between members of different professional levels and backgrounds.

Depending on the candidate's expertise, activities may include program planning and development, communications, marketing, public relations, membership recruitment, fundraising, graphic design or creating content.

Board responsibilities include:

- Attendance at quarterly Board meetings
- Co-chairing one of CWIP's committees if needed or serving on a committee if co-chair positions are full.
- An annual financial contribution of at least \$150 paid by August 1st.
- Attending at least four CWIP events and programs during the year, representing the CWIP Board.
- Supporting the Annual Luncheon.

Please consider yourself and others who you believe would be active Board members, as well as those who would add an important perspective to the CWIP Board. Self-nominations are welcome.

The CWIP Board of Directors would appreciate your assistance in identifying and recommending individuals who would make strong, committed Board members. To nominate yourself or a candidate, please fill out the form below. If you need assistance or further information, please contact me at 312.340.6054 or by email at info@cwiponline.org. **The nomination deadline is Friday, March 15, 2019.**

Sincerely,

Debra Walker Johnson, Board Secretary



Accepting nominations for new board members. Applications needed by **Friday, March 15, 2019.**

Chicago Women in Philanthropy (CWIP) Board members participate in organizational and board activities as strategic thinkers, planners, workers, collaborators, leaders, and decision-makers.

Board members recognize that because CWIP is a working board, quarterly board meetings provide an important opportunity to touch base, make unifying connections among CWIP programs, and work on organization-wide issues such as advocacy, fundraising, and program vision. However, much of CWIP's important work takes place at the committee level, and we expect board members to lead committee efforts and build committees with an eye toward cultivating future board leaders. In addition to supporting the mission of CWIP, board members are expected to help fundraise, build relationships within the general community, provide leadership, and promote good governance.

Board members serve a three-year term commencing with the Annual Meeting of the General Membership, and may serve up to two additional consecutive terms upon the agreement of the board.

Specifically, CWIP board members are responsible for the following:

Organizational Leadership

- Attend quarterly board meetings and the annual, one-day strategic planning retreat. Board meetings are usually scheduled for November, February, May, and August. The annual strategic planning retreat takes place in the summer.
- Co-chair a committee OR play an active role on a committee or board-led task force.
- Oversee the operation of and cooperation among all CWIP committees, and provide oversight in ensuring that committee activities align with CWIP's mission and priorities.
- Promote cultural diversity throughout the organization and among board leadership.
- Take responsibility for conceptualizing strategies to implement CWIP's vision.
- Attend CWIP events.

Fundraising

- Pay membership dues (\$75 nonprofit membership; \$150 funder membership)
- Make an annual personal contribution of at least \$150 (current board approved amount; can be paid in installments)
- Work together to help set fundraising priorities and contribute to fundraising by supporting CWIP's efforts to secure foundation grants, corporate support, and individual donations. When possible for foundation and corporate giving staff members, pursue a grant and/or provide in-kind support.

Community Leadership

- Actively promote CWIP's mission, objectives, membership, and committee participation to potential volunteers, members, legislators, and the corporate and philanthropic communities.
- Develop bridges between the different communities CWIP serves.
- Represent CWIP in the community and be willing to speak about the needs of women and girls whenever appropriate.

Additionally, we ask CWIP board members to observe the following ethical considerations:

- Accept and abide by the legal and fiscal responsibilities of the board as specified by the Articles of Incorporation and Bylaws.
- Maintain the confidential nature of board deliberations.
- Comply with the Conflict of Interest Policies and Disclosure forms developed by the board.



Submit this form with the required attachments via email (Word or PDF) by **Friday, March 15, 2019.**
to info@cwiponline.org, with the subject heading: "2019 CWIP Board Nomination Submission."

DATE

NAME OF NOMINEE

POSITION/TITLE

ORGANIZATION

BUSINESS ADDRESS

CITY/STATE/ZIP

PHONE

EMAIL

Please attach a resume, and a brief narrative responding to the following questions:

- Describe your involvement in CWIP, including CWIP membership, committee service, or other volunteer activities.
- Explain why you would be a good candidate for CWIP board service.
- Describe any special skills or talents you will bring to your service.