

# Board of Directors Application Packet



**Let's Lose Ourselves, Inc.**

<https://www.letsloseourselves.com>

**Shannon William-Vazquez**

*Founder and Owner*

# BOARD MEMBER APPLICATION

Thank you for your interest in Forward Service at Let's Lose Ourselves, Inc. I appreciate your consideration knowing those interested in becoming leadership volunteers have many choices. In our community, many remarkable organizations are working to make the world a better place, and I'm humbled that you're interested in being part of this journey with me.

Your timely application provides me with the opportunity to learn more about your skills, attributes, and the unique contributions you could bring to the board. It also offers insight into what matters most to me at Let's Lose Ourselves and what I'm looking for in board members. The goal of this process is to ensure that we are a good fit for each other, based on your commitment and my expectations, and that you can help increase the impact of my work.

At the same time, I hope to better understand what motivates you and how you view our mission, so I can help create a meaningful and fulfilling board experience for you.

Thank you again for your thoughtful application. I look forward to reviewing it with care and continuing this conversation.

## PERSONAL INFORMATION

**Name:**

**Address:**

**Home Number:**

**Work Number:**

**Mobile Number:**

**Email Address :**

**Preferred Method of Contact:**

**What position are you applying for?**

- Chairperson (or Chair/Chairman/Chairwoman)**
- Treasurer**
- Secretary**

# VOLUNTEER EXPERIENCE

Membership on boards, committees, and task forces across various sectors—whether in business, civic, community, religious, political, professional, recreational, or social organizations—offers valuable insight into the causes that resonate with you. These experiences not only help me understand what matters most to you, but they also allow me to get to know you better, as your contributions reflect your dedication to leadership, collaboration, and making a meaningful impact across diverse areas.

Organization	Role/Title	Date of Service

## Why Join Us?

As the founder and sole leader of Let's Lose Ourselves Inc., I've poured my heart into building this organization with a strong sense of purpose. I would love to know what motivates you to want to join my Board of Directors and work alongside me in advancing my mission into our mission.

**So....**

## What Motivates You to Want to Join My Board of Directors?

If you need more room, please continue your response in the larger section at the end of this packet. Here are a few questions to help guide your reflection and response:

- What specific experiences or values align with the mission of my organization, and how do they motivate you to contribute as part of the leadership?
- What impact do you hope to make through this role, and what drives your desire to create that impact?



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**Please mark the skills and expertise you bring to strengthen our board and support our mission.**

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

## **ATTRIBUTES**

A board is not just a group of individuals; it's a unified entity that governs, shapes strategy and engages in meaningful discussions and debates on key issues. To be effective, it must function as a cohesive whole. The unique personality traits you bring will help us build a diverse range of perspectives and styles, enriching our existing board and enhancing our ability to collaborate effectively as a governing body.

**So, do you think you've got what it takes?**

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  
Ask the tough questions with respect

**I'm excited to see if your unique experiences, skills, and passion align with the attributes I'm seeking to build our board. If you're ready to make an impact and grow alongside me, I can't wait to hear from you!**

## **FUNDRAISING (Future Consideration)**

While fundraising is not currently one of my main focuses, as I am in the early stages of establishing the website and board of directors, it will become an important part of our work as we grow and achieve full non-profit status. I want to ensure you are aware of this future responsibility.

Once we reach that point, I envision working closely together as a board to design and implement effective fundraising strategies. Your input and ideas will not only be respected but highly valued, and I look forward to collaborating on these efforts to help Let's Lose Ourselves Inc. thrive.

For now, this is something to keep in mind for the future, as we focus on building the foundation of Let's Lose Ourselves, Inc.

## **TIME**

Board service is a true commitment of time and energy. For my small, developing organization, I estimate that board service will require a commitment of 2 to 5 hours each month. This includes participating in meetings, reviewing materials, and contributing to the early development of the website and nonprofit structure.

At this stage, there are no additional requirements such as special events or fundraising, but as we grow and evolve, these areas may develop. I have some initial ideas, and when the time is right, I look forward to sitting down with the board to discuss how we can best manage and expand our involvement. Your input will be essential in shaping this process as we move forward.

## How comfortable are you?

I want to ensure that your experience on the board is positive and manageable. Please take a moment to consider the following:

Do you have any concerns or potential conflicts that may serve as impediments to this time commitment? If so, how will you manage the demands of your time?

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Do you foresee any challenges or scheduling conflicts with this time commitment? If so, how can we help you manage your time effectively?

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## Other:

Would you feel comfortable recommending our board to others?

**Please identify at least two references we can speak with.**

Include Name, Relationship, Best Contact (Phone or Email)

1. \_\_\_\_\_
2. \_\_\_\_\_

## Please answer honestly

Your response is not meant to disqualify you but rather to give us more insight into your experiences. We value transparency and believe that your journey can be a powerful asset to our mission. \* Please see the end page\*

**Have you ever been convicted, pled guilty, or pled no contest to a crime?  
If so, please provide context and explain the circumstances.**

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**"Sometimes our past is dark, messy, even shameful—but it's often those very struggles that become the light guiding others we meet along the way." - Shannon William-Vazquez**

**Resume**



I'd love to learn more about your experiences and qualifications! Please attach your most recent resume or professional biography as part of the application process.

## For Your Information

As part of the onboarding process, all selected candidates will be required to undergo a background check and an initial drug test. This ensures that I am building a strong, trustworthy team from the very beginning, and I appreciate your cooperation.

\*-Your past will not determine whether I choose you for this board; your response helps me assess any potential concerns related to your conviction. I specifically seek individuals with lived experiences—former drug users and those who've faced mental health challenges—because who better to guide this mission than those who've truly been there?

With this opportunity comes the responsibility to uphold certain standards, and everything I do is built on trust. You will need to undergo an initial drug test during onboarding, but once you pass, I will fully extend my trust to you.

However, if I notice any suspicious actions—such as financial discrepancies or performance issues—I will take appropriate action.

I believe in building trust with each of you and look forward to creating this together.

\*\*You'll find the qualifications and requirements at the end of this packet.\*\*

You'll find extra space for your responses on the following page.

Blank lined writing area for notes.



# Board Member Qualifications and Requirements

Choosing the right individuals for the Board of Directors is essential to the success of my organization. Below is a summary of the key qualities, qualifications, and attributes that will help each board member fulfill their role effectively and contribute meaningfully.

These characteristics are crucial for ensuring the board operates efficiently and supports the growth of Let's Lose Ourselves, Inc.

## Chairperson (or President)

The chairperson leads the board and ensures that Let's Lose Ourselves Inc. stays on course. Here are the specific qualifications and expectations for this role:

### 1. Leadership Experience

- Experience leading teams or organizations, whether professionally or through community service.

### 2. Strategic Thinking

- Ability to guide long-term planning and make decisions that align with Let's Lose Ourselves Inc.'s goals.

### 3. Communication Skills

- Strong verbal and written communication skills to lead meetings and represent Let's Lose Ourselves Inc. when necessary.

### 4. Collaboration and Facilitation

- Ability to facilitate board discussions, ensuring everyone's voice is heard and guiding consensus when needed.

## Treasurer

The Treasurer is responsible for overseeing the financial aspects of Let's Lose Ourselves, Inc. Qualifications and expectations for this role include:

### 1. Financial Acumen

- Experience in budgeting, financial reporting, or managing funds, whether through professional roles or personal experience.

### 2. Attention to Detail

- Ability to manage Let's Lose Ourselves Inc.'s financial resources accurately and responsibly.

### **3. Transparency**

- Commitment to providing clear and honest financial reports to the board and ensuring that all financial activities align with Let's Lose Ourselves Inc.'s goals.

### **4. Collaboration**

- Ability to work with the chairperson, secretary, and other board members to ensure financial decisions are integrated with Let's Lose Ourselves Inc.'s strategy.

## **Secretary**

The secretary ensures that all board meetings are documented and that organizational records are kept up-to-date. Qualifications and expectations for this role include:

### **1. Organizational Skills**

- Experience managing schedules, documenting meetings, and maintaining clear records.

### **2. Attention to Detail**

- Ensuring that minutes are accurate, organized, and distributed promptly after meetings.

### **3. Communication Skills**

- Ability to communicate effectively with the board and ensure all relevant documents are shared and accessible.

### **4. Record-keeping**

- Maintaining proper documentation of board activities, policies, and any required filings.

## **General Qualities for All Board Members**

I am seeking dedicated individuals who share my vision and are ready to help my organization grow. Regardless of the position, all board members should meet the following criteria:

### **1. Passion for My Mission**

- A commitment to supporting mental health and recovery efforts.

## 2. Relevant Experience

- Life or professional experiences in areas like mental health, recovery, or community service that align with my mission.

## 3. Time Commitment

- Approximately 2-5 hours per month for meetings, reviews, and collaboration.

## 4. Integrity and Collaboration

- A commitment to working ethically, building trust, and contributing as part of a team.

## 5. Onboarding Requirements

- completion of an initial background check and drug test to maintain a trustworthy and transparent team.

# Thank you; I appreciate you!

Thank you for taking the time to complete this application and for your interest in joining the board. I appreciate your honesty, your passion, and your willingness to contribute to this important mission. Regardless of the outcome, I wish you the best of luck in your journey ahead. Together, we can create something truly impactful, and I'm excited to see

what the future holds.

Warm regards,

Shannon William-Vazquez



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