



Serving People with Disabilities

Home Life

Choices for all, barriers for none.

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Dear Interested Candidate,

We are very pleased to learn that you are considering serving on the Board of Directors of Home Life Inc. Home Life has been serving people with disabilities in our community since 1972 and employs well over 100 people. We are a growing non-profit with eight Group Homes, several Residential and Supported Living Programs, and our Vocational Program. Each of these promotes independent living skills and community integration. There is much work to be done, and we believe you will find this position to be both rewarding and challenging. A three-year term is the minimum commitment for a Board Member.

The Board meets monthly on the fourth Thursday at 7PM at our Home Life offices. Additionally you will be invited to serve on work committees where you will have the chance to extend your special skills and interests to benefit the Board and Home Life. Your application is enclosed which also includes a Criminal History check. We ask that you attend at least one Board meeting to get a feeling for this volunteer work and determine if you would personally be a "fit" with our Board membership and Home Life's Executive Director and Program Directors who attend the meetings and manage Home Life. You are also invited to meet informally with Dave Zabeck (Executive Director), and Bob Tatum (Board President) to ask any

questions you might have. In addition, you would need to agree to the following criteria that would create the foundation for your work as a member of the Board:

1) A thorough understanding of the division between the role of a Board member and the roles of the Executive Director and management team of Home Life. For example: **A Board member** is accountable for the long term wellbeing of the organization ensuring it fulfills its mission, goals and objectives, and maintains organizational continuity. The Board determines policy, ensures financial security, develops resources (fund raising and “friend” raising), complies with federal and state laws and hires and evaluates the Executive Director. (Not a complete list of responsibilities, but one is available for you to study.) **The Executive Director and management team** see to the everyday operation of the business and report to the Board (also not a complete list.)

2) Being in attendance and willingness to commit time to monthly meetings by coming prepared: having read the meeting packet (mailed several days in advance) that includes an agenda, reports, and the minutes from the previous month’s meeting.

3) Completing the application openly and honestly and coming to your candidate interview prepared to reveal why you would make a good addition to the Home Life Board. A Board consensus is required to approve your membership.

You will find a lovely history of Home Life and many more resources on our website at www.homelifeinc.org. Our Board policies and bi-laws can be found here: <https://sites.google.com/a/homelifeinc.org/home-life-board-resource/agency-policies>

Once again, thank you very much for your interest in joining us for this rewarding work. We think you will find us a hard-working, fair, professional and fun group, and you will feel a sense of pride for your involvement with Home Life.

Linda Blouin, Board Recruitment Committee Chair

Bob Tatum, Board President