

Dear Interested Candidate,

We are very pleased 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 over 125 people. We are a growing non-profit with several Residential and Supported Living Programs, and our Vocational Program. Each of these programs 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 Thursday of the first full week of the month, 6 pm at our Home Life office. In addition to participating in full Board meetings. Members serve on committees that provide opportunities for them to extend their special skills and interests to benefit 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 for yourself if the organization would be a good fit for you.

You also are invited to meet informally with Leslie Hoffman (Executive Director), and Lori McGraw (Board President) to ask any questions you might have about our organization. All Board Members must meet the following foundational criteria to serve on the Board:

- 1) A thorough understanding of the division between the role of a Board Member and the roles of the Executive Director and Administrative 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), complies with federal and state laws, and hires and evaluates the Executive Director. The Executive Director and Administrative Team attend to the everyday operation of the business and report to the Board.
- 2) Being in attendance and willingness to commit time to monthly meetings by coming prepared: having read the meeting packet 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 an inspiring history of Home Life Inc. and many more resources on our website at [www.homelifeinc.org](http://www.homelifeinc.org)

Once again, thank you 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.

Sincerely,

The Board