



United Way of King County

## Project LEAD 2024 Application

**Project LEAD** (Leadership Effectiveness and Diversity) is a United Way of King County leadership program which aims to increase the representation of Black, Indigenous, and People of Color (BIPOC) on nonprofit boards and in other positions of community leadership in King County.

**Project LEAD** sessions are conducted on weekday evenings and all-day Saturdays during the end of February and March 2024. Please review the dates carefully in determining whether to apply, as participants will be required to attend ALL workshop sessions.

Date/Time/Location	Topics
Wednesday, February 28, 2024 6:00 pm - 8:00 pm <b>Location: Hines</b>	Issues Facing Nonprofit Organizations/ Program Orientation
Saturday, March 2, 2024 8:30 am – 4:30 pm <b>Location: Hines</b>	Board Operations and Protocol & Collaboration and Conflict Resolution
Wednesday, March 6, 2024 6:00 pm - 8:30 pm <b>Location: Hines</b>	Stand by Your Mission: The Board’s Role in Advocacy
Saturday, March 9, 2024 8:30 am – 4:30 pm <b>Location: in-person</b>	Fiscal Management: What Board Members Must Know & Strategic Fundraising with a Racial Equity Lens
Wednesday, March 13, 2024 6:00 pm - 8:30 pm <b>Location: Hines</b>	Managing Risk: The Legal Implications of Board Service
Saturday, March 16, 2024 8:30 am – 4:30 pm <b>Location: Hines</b>	Building the Airplane as You Fly it: Creating Bold Strategy in Your Organization & Equity Leadership ~ How to Get your Board to Do the Right Thing
Wednesday, March 20, 2024 6:00 pm - 8:30 pm <b>Location: Hines</b>	Making the Connection: Learning from Experience

<p>TBD 6:00 pm - 8:00 pm <b>Location: in-person</b></p>	<p>Graduation and Agency Fair</p>
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### COVID-19 Precautions

All events for this program will be held in-person. United Way of King County’s policies regarding COVID-19 safety rely on you. It is our policy that no one with symptoms consistent with possible COVID-19 infection or exposure to a confirmed case enters the facility. We trust that you are familiar with the danger of COVID-19 and aware of how to prevent its spread. We want to remind everyone of the policy as a measure to keep us all safe. \*Information regarding COVID-19 precautions will be updated once a host site for the program is confirmed. If you have any questions, please reach out to our staff.

### Program Criteria

Due to the critical community need for representation of BIPOC individuals at the board level, Project LEAD is open only to those who identify as BIPOC. In addition, applicants will be selected based on the following criteria:

- 1) Previous volunteer service at a significant personal or community level.
- 2) Experience and success working as part of a team - at work, in the community, etc.
- 3) Commitment to the program and its expectations.
- 4) Demonstrated readiness for the legal and fiduciary responsibilities required for board service (please review the document below “Are You Ready to be a Board Member?”).

### Participants are expected to:

- 1) Attend and actively participate in ALL program sessions.
- 2) Honor the program expectation to serve on a board and/or committee of your choice following completion of the workshop series.
- 3) As part of your commitment to Project LEAD, you will fundraise \$200 for United Way of King County as part of the learning experience.

Please note: Project LEAD provides assessment tools and information to assist you in connecting to organizations that match your interests. The ultimate decision of which board or committee you join is a mutual one between you and the organization.

### Application Deadline and Selection Process

Completed applications are due **November 30, 2022**. Applications are completed online at: [https://uwkc.smapply.org/prog/project\\_lead\\_2024/](https://uwkc.smapply.org/prog/project_lead_2024/). To ensure program excellence and a positive experience for all involved, participants are selected through a competitive screening process. Up to 45 individuals will be selected to participate in the program and a representative of Project LEAD will contact qualified applicants for a brief phone interview following the application deadline.

If you are not Black, Indigenous, or a Person of Color, but would like information on other board training opportunities, please visit <https://www.501commons.org/resources/training-and-networking-events>.

If you have any questions, please email [projectlead@uwkc.org](mailto:projectlead@uwkc.org).

## Are You Ready to Be a Board Member?

Give careful consideration before making the commitment to board service. Awareness of the crucial role the board and board members play in governing nonprofit organizations is essential.

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### TEN BASIC RESPONSIBILITIES OF NONPROFIT BOARDS

The Board of Directors is a group of volunteers legally responsible for making sure the organization remains true to its mission, safeguards its assets, and operates in the public interest.

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| 1 Determine the organization's mission and purpose.  | 6 Manage resources effectively.  |
| 2 Select the CEO.                                    | 7 Determine, monitor, and strengthen the organization's programs and services. |
| 3 Support the CEO and review his or her performance. | 8 Enhance the organization's public standing.                                  |
| 4 Ensure effective organizational planning.          | 9 Ensure legal and ethical integrity and maintain accountability.              |
| 5 Ensure adequate resources.                         | 10 Recruit and orient new board members and assess board performance.          |

### RESPONSIBILITIES OF INDIVIDUAL BOARD MEMBERS

As a Board Member, you also have specific responsibilities and expectations to fulfill in order to safeguard your legal and fiduciary role and the well-being of the organization.

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|---|---|
| 1 Make a personal financial contribution to the organization.                     | 7 Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.        |
| 2 Attend all board and committee meetings and functions, such as special events.  | 8 Keep up to date on developments in the organization's field.  |
| 3 Be informed about the organization's mission, services, policies, and programs. | 9 Follow conflict of interest and confidentiality policies.   |
| 4 Review agenda and supporting materials prior to board and committee meetings.   | 10 Refrain from making special requests of the staff.   |
| 5 Serve on committees and offer to take on special assignments.                   | 11 Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements. |
| 6 Inform others about the organization.   |   |

### PERSONAL CHARACTERISTICS TO CONSIDER

**Ability to** listen, analyze, think clearly and creatively, and work well with individual people and groups.

**Willingness to** prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on assignments, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, evaluate oneself, coach and advise the CEO, and make tough decisions.

**Possess** honesty, sensitivity, and openness to differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for your nonprofit's development, and a sense of humor.

**Willingness to** develop certain skills if you do not already possess them, such as – cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the organization or the community it serves.

**Project LEAD Workshop Information**  
**(Please save this information for future reference)**

**Class Selection**

Applications are reviewed based on the criteria noted. The selection process is extremely competitive and typically some applicants are accepted and placed on a one-year waiting list. Please review the class dates carefully to ensure that you are available to participate in ALL sessions.

**Fees**

There is a \$200 fee to cover the cost of program materials. Do not send payment with the application. The fee is due once you are accepted into the program. A limited number of partial scholarships are available. Information on accessing scholarships will be sent following your acceptance.

**Attendance**

The commitment required to participate in Project LEAD is small compared to the commitment of time and money involved in serving on a board. Please confirm that you can attend all class dates listed. To assure a consistent learning experience for all participants, attendance at ALL workshops is mandatory. Please clear any exceptions through the Project LEAD office. Due to the amount of information covered during each session, it is of the utmost importance that participants arrive prepared, on time, and remain for the entire session.

**Refreshments**

Morning refreshments are available on Saturday starting at 8:00 a.m. The training on those days will start promptly at 8:30 a.m. Lunch is also included on Saturdays. Weekday evening sessions include refreshments starting at 5:30 p.m. The evening trainings will start promptly at 6:00 p.m.



United Way of King County

## Project LEAD 2024 Application form

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Preferred Pronoun: (drop down box with following options: (He/His/Him), (She/Her/Hers), (They/Them/Their), Other

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary phone \_\_\_\_\_ home/work/cell

Secondary Phone: \_\_\_\_\_ home/work/cell

Best time(s) to reach you for a brief (15-minute) phone interview: \_\_\_\_\_

Preferred phone, if any

Primary E-mail: \_\_\_\_\_

Secondary email: \_\_\_\_\_

The following information will be used solely to determine program demographics:

Birth Date: \_\_\_\_\_

I identify my Race/Ethnicity as: \_\_\_\_\_ (text box)

I identify my gender as... \_\_\_\_\_ (text box)

I identify my sexual orientation as... \_\_\_\_\_ (text box)

Please note any accessibility needs (including dietary restrictions):

How did you find out about Project LEAD?

Do you have experience serving on nonprofit boards, commissions, etc.?  Yes  No

List all current volunteer and community involvement activities (include organization, role and length of service):

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List any previous volunteer and community involvement activities (include organization, role and length of service):

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Educational Background (please list most current school/institution first):

<u>School</u>	<u>City, State</u>	<u>Year</u>	<u>Degree</u>	<u>Major</u>
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Occupational history (please share last three positions starting with current employment):

<u>Current Employer</u>	<u>City, State</u>	<u>Position</u>	<u>Years</u>
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<u>Previous Employers</u>	<u>City, State</u>	<u>Position</u>	<u>Years</u>
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Additional training or life experiences: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please be concise with your answers to the following questions:

1. Why do you want to volunteer at the board level with a non-profit organization?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Briefly describe your most significant community involvement experience, including why it was significant.  
\_\_\_\_\_  
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3. Please review "[Are You Ready to be a Board Member?](#)"

Briefly discuss your ability to commit to the responsibilities outlined for individual board members.

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Please list the name and phone number of **two** individuals who, if contacted, can speak to your commitment, community/volunteer involvement, and experience working in a team.

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*(Please note: it may not be necessary to contact the individuals listed)*

**I would like to be considered for participation in Project LEAD. By submitting this application, I certify that all information contained herein is true and correct to the best of my knowledge. If I am accepted, I am able to make the commitment to attend ALL sessions. I also understand that upon completion of the training, I am expected to utilize the knowledge gained and actively volunteer with an organization in my community.**

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Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Entered ____ Volunteer # _____
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