



RecoveryWerks! – A Recovery Community Organization

RecoveryWerks! is a non-profit, non-sectarian, community organization located in New Braunfels, Comal County, Texas. Using the Alternative Peer Group model of recovery, we strive to help young people and families recover from substance use disorder in underserved areas around San Antonio. Our primary purpose is to support young people and their family members in the process of recovery through counseling, support group meetings, workshops, education, and sober social activities in a nurturing, safe and loving environment. We believe access to treatment, education and housing are key components of the recovery process and advocate increasing these opportunities for those seeking recovery in our community.

We desire to bring the joy of recovery into underserved areas and reduce the stigma often associated with addiction by celebrating our personal recovery journeys with the community at large. In doing so, we are able to bring our experience, strength and hope to those who still suffer from this disease and share our truth, the truth that recovery works!

Our vision: Changing the world through recovery, one underserved community at a time.

Our mission: RecoveryWerks! provides proven recovery support services in a safe and nurturing environment for teens and families in rural communities affected by substance use. We educate, partner with local agencies, and advocate for strong community support systems to reduce the stigma of addiction and increase recovery success.

Our values:

- **Respect:** We affirm the dignity, potential, and contributions of participants, donors, partners, and staff.
- **Integrity:** We act consistently within the RecoveryWerks! mission, being honest and transparent in what we do and say, and accept responsibility for our collective and individual actions.
- **Commitment:** We work together effectively to serve the larger community.
- **Excellence:** We constantly challenge ourselves to the highest levels of learning and performance to achieve greater impact.

Our beliefs:

- **Recovery works** when there is a belief in a higher power.
- **Recovery works** when physical, mental and spiritual issues are addressed as a whole.
- **Recovery works** when clients are empowered to break the cycle of addiction and dependency through the 12 steps.
- **Recovery works** in a fellowship when clients feel safe and have access to education, counseling, sponsorship, and support groups.

We will: Provide recovery services to the underserved while respecting individual differences and various pathways to recovery.

If you feel called to support RecoveryWerks! as a potential member of our Board of Directors, please review and complete the following application. To submit, please contact Debi Dickensheets at 830-310-2456.



RecoveryWerks!
Board of Directors Application Form

Name: _____ Phone: _____

Address: _____

E-mail: _____

Please describe any relevant experience, employment and/or community connections that may enhance your contributions as a board member (feel free to add additional pages or attach a resume if relevant)

After reading the roles and responsibilities of board members (pages 5 & 6 below), please describe the area(s) of expertise and/or contribution you feel you can make as a board member

How did you hear about our organization? _____

List any clubs, memberships or affiliations you have that may enhance your service as a board member

List any clubs, memberships or affiliations you have that may conflict with board member duties

List any previous board member experience and/or other volunteer commitments

We are grateful for your willingness to seek a position as a RecoveryWerks! board member! Please feel free to use the space below to share any other information you think may be relevant to this application process

As RecoveryWerks! runs off of funding through grants and donations, potential funders often ask for the percentage of board members that contribute to the organization. Our hope is that every board member commits to providing an annual monetary donation of their choosing.

Please indicate if you are willing and able to support the organization through an annual donation of your choosing? Yes No



RecoveryWerks! Board Member Agreement

I, _____, understand that as a member of the Board of Directors of RecoveryWerks!, I have a responsibility to help the organization fulfill its mission. I believe in the purpose and the mission of the organization, and I agree to act responsibly and prudently as its steward.

I will be an ambassador for this organization's work and values to the community and represent the organization in a positive manner. I will act as a spokesperson of the organization *only* when such authority has been delegated to me by the board.

I will attend scheduled board meetings.

I will support the organization financially through an annual contribution and special events.

I will attend committee meetings (as applicable) and special events.

I will actively participate in fundraising activities with the organization.

I will act and make decisions that are in the best interests of the organization, and disclose any conflicts of interest and not vote on matters where my interest may conflict with those of the organization.

I will stay informed about the organization. I will ask questions and request information as needed. I will participate in discussions and take responsibility for making a decision by voting.

After a vote has been taken, I will support the action taken, even if I did not vote in favor of the action taken by the majority of the board.

I will work in good faith with staff and other board members as partners towards achievement of our goals.

If I don't fulfill these commitments to the organization, I will expect the board President to call me and discuss my responsibilities with me, and if I cannot fulfill the commitments for any reason I will offer my resignation to the board President.

Signed: _____ Date: _____

Board Member Roles and Responsibilities

1) Board members are responsible for advancing the mission of the organization.

Much of the work that board members do during meetings is related to guiding and directing the mission of the organization. Part of that work requires working with management and making sure the organization has the resources to advance the mission.

2) Board members serve as advocates for the organization's mission.

Spreading the word about the organization helps it grow and flourish. Board members are the frontline people who publicly advocate for the non-profit's mission.

3) Governance is an important part of a board member's duties.

Board members need to have insight regarding the industry's trends. They need to monitor and communicate those trends to the members of management. While keeping a pulse on industry activity, board members provide insight into operations and foresight in planning programs and operations.

4) Board members have legal and fiduciary duties.

Board members need to learn how to read and interpret financial statements so they can be good stewards of the organization's funds. This includes reviewing and approving budgets to protect the organization's assets. Board members will approve major organizational decisions including planning for programs and related expenditures.

5) Fundraising is a duty of every board member.

Board members are expected to become involved in some facet of raising funds for the organization. Board members typically know prospective donors and they need to be willing to use their personal or professional networks to grow the non-profit financially. It's helpful for board members to learn how to tell stories that lead to the success of the organization. A two-minute elevator speech goes a long way towards telling the organization's purpose. Board members should make every effort to attend public fundraisers and encourage their friends to attend. At least annually, board members are expected to make a personally significant financial contribution to the organization.

6) Board development is an ongoing process for board members.

There is much to learn about serving on a board. Board members are encouraged to seek out training opportunities through The San Antonio Area Foundation, The McKenna Foundation and online via BoardSource.org.

7) Board members must be willing to serve on committees, as applicable.

Most of the board's work is done in committees. There isn't time for the board to have lengthy discussions or get involved in researching issues in detail. Every committee needs to have at least one board member to steer the committee towards the information that the board needs. Committees should be structured with a chair, and possibly a co-chair, and involve input from all committee members. Committees give full recommendations and results to the full board and make themselves available to answer questions about their findings.

8) Board members must plan for their successors.

It sounds a bit ironic that board members should plan for their replacements as soon as they are elected into office, but they soon find that their board term goes fast. Long-range planning and continual recruitment are effective ways to ensure the board's continuity.

There's no need for board members to feel overwhelmed by their duties. The rest of the board should help them ease into the position over time. Fellow board members can help them along by mentoring them and helping them find the best ways to use their talents and abilities towards the goals of the organization.

<https://www.boardeffect.com/blog/top-10-duties-of-non-profit-board-members/>

Board President responsibilities:

- Oversees board and executive committee meetings
- Works in partnership with the chief executive to make sure board resolutions are carried out
- Calls special meetings if necessary
- Appoints all committee chairs, and with the chief executive, recommends who will serve on committees
- Assists chief executive in conducting new board member orientation
- Oversees searches for a new chief executive
- Coordinates chief executive's annual performance evaluation
- Works with the board to recruit new board members
- Acts as an alternate spokesperson for the organization
- Periodically consults with board members on their roles and helps them assess their performance

Board Secretary responsibilities:

- Attend all board meetings
- Serve on the executive committee if one exists
- Ensure the safety and accuracy of all board records
- Assists executive director in preparing agenda for board meetings
- Document and distribute meeting minutes within 7 days of each meeting
- Assume responsibilities of the president in the absence of the board president

- Provide notice of meetings of the board and/or of a committee 10 days prior to meeting or in accordance with By-Laws

Board Treasurer responsibilities:

- Attend all board meetings
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Understand financial accounting for nonprofit organizations
- Serve as the chair of the finance committee
- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities
- Work with the executive director to ensure that appropriate financial reports are made available to the board on a timely basis
- Present the annual budget to the board for approval
- Review the annual audit and answer board members' questions about the audit

www.bridgespan.org/insights/library/hiring/nonprofit-job-description-toolkit/board-job-descriptions#.VyBaPwM3d_e