

Dear Prospective Board Member,

Thank you for your interest in Parent Support Network of Rhode Island (PSN). It is truly a person of a generous spirit and good heart that would consider volunteering his or her time to assist others.

As a prospective board member, you will help to govern the fulfillment of PSN's mission and redefine that mission when appropriate. You will help insure that PSN meets the needs of the people it serves. This will be possible through your involvement in policy development, strategic planning and program evaluation.

As a prospective board member, it is expected that you would pledge your commitment and would do your best to maintain the following standards:

- Commit to the values of the organization
- Maintain awareness of the mission, goals and activities
- Demonstrate support for the administration
- Allow the Executive Director to perform day-to-day management
- Separate personal interests from Board work
- Notify the Board President of personal conflicts of interest

In addition,

- Attend meetings regularly
- Come to meetings prepared
- Contribute your own knowledge and expertise
- Participate on a working committee
- Maintain confidentiality of Board discussions
- Attend at least one special event per year

The Board of Directors of PSN meets every fourth Tuesday (excluding August and December) from 5:00 PM to 7:00 PM, at the main office located at Crossroad Commons, 1395 Atwood Avenue, Suite 114, Johnston, Rhode Island.

Enclosed is an application for membership. Please complete each item; using the back of the form if additional space is required. Send the completed application to the attention of the Board President at PSN's main office. Please include two letters of reference, one personal the other professional. The board will review the application and invite you to attend an interview with the Executive Committee.

Sincerely,

Laura Jones,
Board President

Parent Support Network of Rhode Island

Current Board of Directors Membership Includes:

Laura Jones, President

Mitzie Johnson, Vice President

Mark Donovan, Treasurer

Betsy Ison, Secretary

Parent Support Network of Rhode Island

Board of Director Guidelines

Mission

The Parent Support Network is an organization of families supporting families with children, youth, and young adults who experience or are at risk for serious behavioral, emotional, and/or mental health challenges. PSN seeks to strengthen and preserve families and reduce family isolation by building culturally and linguistically competent systems of care through advocacy, education, training, and increased public awareness.

Vision

We are a voice for the behavioral health of children, youth, their siblings, and families. We believe we can and will make a difference through systems transformation so children and youth can live at home or in their community, receive effective services and supports that respect and consider their cultures and strengths, and respond to their individual and family needs.

Responsibilities of the Board

- Policies: development of broad guidelines that provide a framework for decision-making.
- Budget and fiscal: approval of the budget, monitoring program expenditures, and assurance of fiscal accountability.
- Personnel: selection, supervision and evaluation of Executive Director; approval of personnel policies, salary scales and benefits.
- Fund raising: approval of general fund-raising activities; participation in soliciting specific sources of funds.
- Public relations: communication with funding agents, community leaders, and others to further the work of the organization.
- Strategic planning: participating in and approval of goals and objectives and organizational priorities for action.
- Program evaluation: monitoring of organization's effectiveness.
- Board development: determination of the structure and composition of the Board: setting standards for periodic self-evaluation.
- Advising: guidance to the Executive Director in administration of the organization.

General Expectations of Board Members

1. Commit to the values of the organization.
2. Maintain awareness of organization's mission, goals and activities.
3. Contribute your own knowledge to the organization.
4. Regularly attend meetings (miss no more than 2 meetings per year).
5. Participate on a working committee, as identified.
6. Attend at least 1 special event per year sponsored by the organization.
7. Recognize and notify the President of the Board of personal conflicts of interest.
8. Come to the meetings prepared (make necessary reports, read minutes).
9. Actively demonstrate support for the administration with staff and consumers.
10. Separate personal interests of agenda from Board work.
11. Let the Executive Director perform the ongoing management of organization.
12. Maintain confidentiality of Board discussions.

APPLICATION
For Membership to the
Board of Directors of
Parent Support Network of Rhode Island

Name: _____ Date: _____

Street Address: _____

City/Town: _____ State: _____ Zip: _____

Phone: (____) _____ Best time to call? _____

Email Address: _____

Are you a parent/caregiver of a child with emotional, behavioral and/or mental health challenges?

Employer: _____ Position: _____

Street Address: _____

City/Town: _____ State: _____ Zip: _____

Phone: (____) _____ Best time to call? _____

Please list current or past affiliations and memberships: _____

Please tell us how you heard of PSN: _____

Please tell us why you are interested in joining the Board? _____

Please tell us what talents and skills you can share? _____

Please tell us what subcommittee(s) interests you? _____
