

Dear Prospective Board Member:

Are you looking for a non-profit Board to join? Many people find service as a board member to be a fulfilling way to “give back” to the community – a way of sharing the knowledge and wisdom accumulated through decades of life and career experience. Prospective board members come from all walks of life and bring varied expertise to the Board they serve. The ability to understand financial reporting and to make business decisions is essential, and often board members have subject-area experience, for example, experience in management or law. Collectively, board members have the experience to recognize and approve plans and strategies that will move the organization toward its goals.

We are hoping that the following information may be helpful to you when evaluating the appropriate Board of Directors to volunteer your time and talent.

Sitike's mission is to provide addiction treatment, which addresses the behavioral, chemical, emotional and spiritual needs of its clients. Sitike strives to transform the despair of untreated chemical dependency by offering real hope to people whose lives are affected by addiction.

Sitike is a 501(c)(3) nonprofit corporation. Since our founding in April 1988, Sitike Counseling Center has provided substance abuse services to over 16,000 San Mateo County residents of ethnically diverse backgrounds. We are certified by the State Department of Alcohol and Drug Programs (ADP Certification #410023AN) and have been contracted to provide substance abuse treatment by San Mateo County Alcohol and Drug Services for 20 years.

Our total agency budget is approximately \$950,000. Our income comes through a variety of sources including San Mateo County Alcohol and Drug Services, client fees and private fundraising activities and grants. Sitike has received several grants over its 20-year history from the Peninsula Community Foundation, San Francisco Foundation, Lockheed Employees Foundation, Gellert foundation, Atkinson Foundation, and VanLobenSels/RembeRock Foundation. In the spring we hold our Annual Community Kindness Awards Dinner and Auction fundraiser. At this event we honor two people from the community who have dedicated themselves to helping others.

Sitike Counseling Center provides three major services, Discover Recovery Program an adult co-ed Outpatient service, a Women’s Day Treatment Program for parenting, non-parenting and pregnant women ,and a First Offender Drinking Driver Program.

Sitike is structured with a ‘governance’ board, where day-to-day operations are handled by staff and volunteers, under the management of the Executive Director. The Board sets the mission, vision, principles, and broad policies that guide the Executive Director. The Board is responsible for employing and evaluating the Executive Director, and for monitoring macro parameters that measure the operation of Sitike. The Executive Director works with the staff to develop material (eg., strategic plans, budgets) for the Board’s consideration and approval. Board members are expected to contribute time, experience, and effort for the betterment of Sitike.

The responsibilities of a member of a Sitike board member include:

#### Organizational Operations

- Ensure that legal requirements are met and a strong board structure is in place
- Establish the policies and organizational structure with which the organization will be run
- Review, revise and recommend action on the constitution and bylaws
- Act in accordance with the constitution and bylaws
- Ensure that the organization meets standards (e.g., fire, health, safety, insurance)

#### Planning

- Decide the direction in which the organization will go in future years, both long and short range plans
- Develop and maintain agency programs with the Executive Director and staff Management Team
- Establish committees and set each committee's mandate, composition, key responsibilities, authority and responsibility

#### Financial Management

- Ensure that the organization is managed well financially
- Find sources of income to maintain the organization and to carry out programs
- Approve the annual operating budget
- Review the financial position and results at monthly
- Develop and approve long-term financial plans

#### Community Relations

- Interpret and support Board decisions in the community (including the general public, the people this organization represents, its members)
- Project an effective and positive image
- Maintain an on-going relationship and communicate with sponsors and donors
- Develop awareness of the organization through newspapers, TV, radio, etc
- Engage in appropriate co-operative action with organizations which have similar objectives

We are always looking for energetic and dedicated people to join of our Board of Directors. If you are interested in being a Board member a Board application is in this packet. **Board Meetings are the last Tuesday of every month from 7:00PM to 9:00PM.**

I would be happy to discuss our agency with you at your convenience. Please do not hesitate to call.

Sincerely,

Rhonda Ceccato  
Executive Director

**Sitike Counseling Center**  
**Application for Board of Directors**

1. Name: \_\_\_\_\_

2. Home Address: \_\_\_\_\_  
\_\_\_\_\_ Zip \_\_\_\_\_

3. Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
FAX \_\_\_\_\_ E-Mail address: \_\_\_\_\_

4. Driver's License: # \_\_\_\_\_ Social Security # \_\_\_\_\_

5. Business Address: \_\_\_\_\_  
\_\_\_\_\_ Zip \_\_\_\_\_

6. Occupation: \_\_\_\_\_

7. Membership in State and Local Alcoholism and other Drug Addiction Associations or others:  
\_\_\_\_\_  
\_\_\_\_\_

8. Special Interests For possible committee assignment (list in priority order):

\_\_\_\_\_ Policy Committee \_\_\_\_\_ Nominating \_\_\_\_\_ Fundraising

9. State how you could be of assistance to Sitike Counseling Center as a member of the Board of Directors, and what your general and specific goals would be as a member:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. I realize that the Board of Directors is a "working" Board concerned with all aspects of the field of alcoholism and other drug addictions. I further realize that Board of Directors' meetings are usually held monthly and Advisory Board and committee meetings are held as the situation demands and that regular attendance is necessary for the proper functioning of the organization. I am interested in servicing as a member.

\_\_\_\_\_  
Signature / Date

Confidential Information: (Your name will not be used (Check all that apply))

Hispanic  Asian  Pacific Islander  Filipino  African American  Native American  
 Alaska Native  
 Recovering alcoholic/addict  Recovering Adult Child of an Addict  Recovering co-dependent  
 Gay  Lesbian  Bi-Sexual

**Office Use only:**

Submitted to the Board of Directors: \_\_\_\_\_  
Date

Elected (yes / no)

Approval: \_\_\_\_\_  
President Date