

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.

Sitike's mission is “to provide community-based counseling and education in a safe and healing environment that embraces the cultural and emotional needs of every client and to help people find hope, resiliency and life-affirming change.” Our vision is a community where diversity, compassion, healing and growth are encouraged, valued and celebrated. The devastating effects of substance abuse, mental illness and violence are diminished. Relationships, families and children thrive. Sitike believes that real, sustained recovery is possible for anyone caught in the web of alcohol and/or other drug addiction. We are committed to assisting all who walk through our doors in understanding why they are here and assist them in developing the tools they need to turn their lives around.

Sitike is a 501(c)(3) nonprofit corporation. Since our founding in April 1988, Sitike Counseling Center has provided substance abuse services to over 20,000 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 over 26 years.

Our total agency budget is approximately \$819,000. 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 26-year history including the Peninsula Community Foundation, San Francisco Foundation, Lockheed Employees Foundation, Gellert foundation, Atkinson Foundation, Crescent Porter Hale Foundation and the VanLobenSels/RembeRock Foundation.

Sitike Counseling Center provides the following services: a Discover Recovery Program which is an adult co-ed Outpatient service, a Women’s Day Treatment Program for parenting, non-parenting and pregnant women, an Anger Management Program, 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 (e.g., 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 around 8:00PM.**

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

Sincerely,

Joe Wagenhofer  
Executive Director

650-589-9305

***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

(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