



October 2016

Dear Friend:

Thank you for your interest in our open call for a seat on the Lambda Literary Board of Trustees. As you're thinking about whether you or someone in your network might be a good board member, consider what we are looking for:

- **Skills:** We need to round out our board skills in many areas, including Legal, Corporate Fundraising, Accounting, Grant Writing, Major Gifts, and Publishing
- **Diversity:** We would like for our board to better reflect the diversity of the communities that we serve in areas such as sexual orientation, race, ethnicity, geographic location, etc.
- **Basic Criteria:** The board is primarily responsible for fundraising and governance. Each board member must have the ability to fulfill Board Member Expectations, including the \$3,000 Give/Get.
- **Additional Criteria:** The ability to promote a collaborative, team environment that is focused on the mission of Lambda Literary above all else is also very important

So, if you—or someone you know—has what it takes to be on the Lambda Literary Board, I invite you to fill out the [nomination form](#) and submit it to tvalenzuela@LambdaLiterary.org by November 1, 2016. If you have any questions, please contact me at kgmacgregor@yahoo.com or Executive Director, Tony Valenzuela at tvalenzuela@lambdaliterary.org

Sincerely,
KG MacGregor
President, Board of Trustees



Mission

Lambda Literary believes Lesbian, Gay, Bisexual, Transgender and Queer literature is fundamental to the preservation of our culture, and that LGBTQ lives are affirmed when our stories are written, published and read.



Expectation Statement for Lambda Literary Board Members

Board members commit to the following:

- ◆ Stay informed about LL's mission, services, policies, and programs;
- ◆ Aggressively fundraise for and bring other value to LL in addition to making a personal financial contribution called the "give/get." This give/get is currently set at a minimum of \$3,000 per year per board member and ideally would be raised as follows:
 - Personal financial contribution of \$1,500 per year
 - Outside fundraising of \$1,500 per year
- ◆ Advocate for and inform others about LL, its mission, and its programs;
- ◆ Assist the rest of the board in carrying out its fiduciary responsibilities (e.g., review & approve the annual budget and financial statements);
- ◆ Keep abreast of developments in LGBT literature and literary community;
- ◆ Attend all board and committee meetings and Board functions (e.g., board retreats);
- ◆ Be prepared for board and committee meetings (e.g., review agenda, reports, and supporting materials prior to meetings);
- ◆ Chair at least one committee (serve on other committees, and task forces, and offer to take on special assignments, as needed);
- ◆ Suggest nominees to the board who can make significant contributions to LL's work;
- ◆ Abide by conflict-of-interest and confidentiality policies;
- ◆ Refrain from making special requests of the staff.

The Board has supervision, control and direction of LL's affairs, committees, publications, and website. The Board supervises the disbursement of funds and is responsible for actively pursuing LL's principles.

Since LL is a hands-on Board, Board members also have a time commitment to the nonprofit organization. This commitment includes two-hours for Board teleconferences every other month. There is also one face-to-face meeting the day following the Lambda Literary Awards ceremony.



The Lambda Literary (LL) Board Member Give/Get

Nearly all nonprofit boards have a minimum amount of funds that each board member is asked to raise each year. This is called the annual “give/get” and is the sum of the following:

- The board member’s personal contributions to LL
- The amount the board member solicits from others to LL

LL sets the annual give/get at \$3,000 annually. Ideally, board members are encouraged to contribute half of this amount and raise the other half.



Nonprofit Board Governance: Ten Core Areas of Board Responsibility:

1. Determine mission and purposes.
2. Select the chief executive.
3. Support and evaluate the chief executive.
4. Ensure effective planning.
5. Monitor and strengthen programs and services.
6. Ensure adequate financial resources.
7. Protect assets and provide financial oversight.
8. Build a competent board.
9. Ensure legal and ethical integrity.
10. Enhance the organization's public standing.

Source: "Ten Basic Responsibilities of Nonprofit Boards," Second Edition, Richard T. Ingram



Board of Directors Nomination Form

Please return the completed form (pages 1-3) to tvalenzuela@LambdaLiterary.org.

Nominee Name:

Employer and Job Title:

Address:

City: State: Zip code:

Daytime Phone: Evening Phone:

Email:

Nominator: Date:

- 1. Describe the skills, talents, passions, and business experience of the nominee (including personal characteristics):**

- 2. Describe affiliations, political compatibilities, and literary interests (writer, publisher, book clubs, reader, etc.)**

- 3. What access to fundraising / gifting resources does this nominee possess?**

- 4. What other time and financial commitments does this nominee have?**

- 5. Why are you nominating this person and how they might fit into our Board?**

- 6. If you are nominating someone else, have they expressed interest in joining the board?**

YES

NO

7. Additional comments:

Experience and Demographics

EXPERIENCE AND SKILLS (check box on Left if “yes”)		
Fundraising		Comment
<input type="checkbox"/>	General(e.g., donations)	
<input type="checkbox"/>	Grants & Grant Writing	
<input type="checkbox"/>	Major Gifts/ bequeathals/ endowments	
<input type="checkbox"/>	Foundation/ Corporate gifts	
Communications		
<input type="checkbox"/>	Community/Public Relations	
<input type="checkbox"/>	Telecom/ New Media	
<input type="checkbox"/>	Business Writing	
Not-for-Profit		
<input type="checkbox"/>	Board Member	
<input type="checkbox"/>	Board Officer / Governance	
<input type="checkbox"/>	Volunteer/ Social service	
<input type="checkbox"/>	Other (please describe)	
Business/Corporate		
<input type="checkbox"/>	Accounting/ Finance I (e.g., banking, investments, planning)	
<input type="checkbox"/>	Administrative/ Management	
<input type="checkbox"/>	Analytics/ Research	
<input type="checkbox"/>	Business/ Corporate Devel.	
<input type="checkbox"/>	Entrepreneurship	
<input type="checkbox"/>	Legal	
<input type="checkbox"/>	Technology/ New Media	
<input type="checkbox"/>	Other (please describe)	
Literary		
<input type="checkbox"/>	Publishing (includes online, self)	
<input type="checkbox"/>	Sales (e.g., retail, wholesale, distribution, web)	
<input type="checkbox"/>	Editing	
<input type="checkbox"/>	Writing (not online writing)	
<input type="checkbox"/>	Online writing (e.g., blog, ezine)	
<input type="checkbox"/>	Promotions (e.g., agent, publicist)	
<input type="checkbox"/>	Other (please describe)	
Other Applicable Experience and Skills		
<input type="checkbox"/>	Advocacy	
<input type="checkbox"/>	Diversity development	
<input type="checkbox"/>	Web (e.g., design, maintenance, list management)	
<input type="checkbox"/>	Other (please describe)	

DIVERSITY (check box on Left if “yes”)		
Sexual Orientation		Comment
<input type="checkbox"/>	Bisexual	
<input type="checkbox"/>	Gay	
<input type="checkbox"/>	Lesbian	
<input type="checkbox"/>	Queer	
<input type="checkbox"/>	Other (please explain)	
Gender Identity		
<input type="checkbox"/>	Female	
<input type="checkbox"/>	Male	
<input type="checkbox"/>	Transgendered	
<input type="checkbox"/>	Other (please describe)	
Race & Ethnicity		
<input type="checkbox"/>	African American/ Black	
<input type="checkbox"/>	Asian/ South Asian / Pacific Islander	
<input type="checkbox"/>	Caucasian / White	
<input type="checkbox"/>	Latina(o) /Hispanic	
<input type="checkbox"/>	Native American / Indian	
<input type="checkbox"/>	Mixed Race	
<input type="checkbox"/>	Other (please explain)	
<input type="checkbox"/>	Prefer not to answer	
Special Needs		
<input type="checkbox"/>	Special needs	
Age		
<input type="checkbox"/>	under 40	
<input type="checkbox"/>	41-59	
<input type="checkbox"/>	60+	
<input type="checkbox"/>	Prefer not to answer	
Location		
<input type="checkbox"/>	California – LA County	
<input type="checkbox"/>	California- Other	
<input type="checkbox"/>	East Coast US	
<input type="checkbox"/>	Midwest US	
<input type="checkbox"/>	South US	
<input type="checkbox"/>	West US	
<input type="checkbox"/>	Canada	
<input type="checkbox"/>	Other (please describe)	

Style and Resources

PERSONAL STYLE (check box on Left if “yes”)		Comment
Attribute		
<input type="checkbox"/>	Leader	
<input type="checkbox"/>	Consensus builder/team player	
<input type="checkbox"/>	Good Communicator	
<input type="checkbox"/>	Strategist	
<input type="checkbox"/>	Visionary/advanced planning	
<input type="checkbox"/>	Willing to work	
<input type="checkbox"/>	Likes to work with details/data	
<input type="checkbox"/>	Likes to work on big picture	
<input type="checkbox"/>	Personal Connection w LLF's mission	
<input type="checkbox"/>	Other (please explain)	

RESOURCES (check box on Left if “yes”)		Comment
General		
<input type="checkbox"/>	Access to potential moneyed resources	
<input type="checkbox"/>	Access to other resources	
Community Connections		
<input type="checkbox"/>	LGBTQ Community	
<input type="checkbox"/>	Corporate/Professional	
<input type="checkbox"/>	Education/Academia	
<input type="checkbox"/>	Media	
<input type="checkbox"/>	Government/Political	
<input type="checkbox"/>	Philanthropy	
<input type="checkbox"/>	Other (please describe)	

References

Please provide two references:

Reference #1:

Name:

Daytime Phone:

Evening Phone:

Email:

In what capacity does this reference know the nominee?

How long has this reference known the nominee?

Reference #2:

Name:

Daytime Phone:

Evening Phone:

Email:

In what capacity does this reference know the nominee?

How long has this reference known the nominee?

Please return the completed form (pages 1-3) to tvalenzuela@LambdaLiterary.org