

September 10, 2013

**Board of Trustees**

S. Chris Shirley

**President**

Susan Atkins

**Vice-President**

J. Michael Samuel

**Treasurer**

Sue Greer

**Secretary**

Jacob Anderson-Minshall

Edward Feighan

Denise Penn

Jan Zivic

Tony Valenzuela

**Executive Director**

Dear Friend:

Thank you for your interest in our open call for a seat on the LLF Board of Directors. 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](#Governance). Each board member must have the ability to fulfill [Board Member Expectations](#Expectations), including the [$3,000 Give/Get](#GiveGet).
* Additional Criteria: The ability to promote a collaborative, team environment that is focused on the [mission of LLF](#Mission) 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](#Expectations), I invite you to fill out the [nomination form](#NominationForm) and submit it to info@LambdaLiterary.org by midnight PT on Monday, September 30, 2013. If you have any questions, please contact me at CShirley@LambdaLiterary.org.

 Sincerely,



 S. Chris Shirley

 President, Board of Directors



**Mi****ssion**

The Lambda Literary Foundation nurtures, celebrates, and preserves LGBT literature through programs that honor excellence, promote visibility and encourage development of emerging writers.



**Expectation Statement for Lambda Literar****y Foundation Board Members**

Board members commit to the following:

* Stay informed about LLF's mission, services, policies, and programs;
* Aggressively fundraise for and bring other value to LLF 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 LLF, 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 LLF’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 LLF’s affairs, committees, publications, and website. The Board supervises the disbursement of funds and is responsible for actively pursuing LLF’s principles.

Since LLF’s is a hands-on Board, Board members also have a time commitment to the Foundation. 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.

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**The Lambda Literary Foundation (LLF) B****oard 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 LLF
* The amount the board member solicits from others to LLF

LLF 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.

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**Nonprofit Board Governance: Ten Core Area****s 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*

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## Board of Directors Nomination Form

Please return the completed form (pages 1-3) to info@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)**:**

1. **Describe affiliations, political compatibilities, and literary interests** (writer, publisher, book clubs, reader, etc.)
2. **What access to fundraising / gifting resources does this nominee possess?**

1. **What other time and financial commitments does this nominee have?**
2. **Why are you nominating this person and how they might fit into our Board?**

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

**\_\_ YES \_\_ NO**

1. **Additional comments:**

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Experience and Demographics

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

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

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Style and Resources

|  |
| --- |
| **RESOURCES****(check box on Left if “yes”)** |
| **General** | **Comment** |
|  | Access to potential moneyed resources |   |
|  | Access to other resources |   |
| Community Connections  |
|  | LGBTQ Community |   |
|  | Corporate/Professional |   |
|  | Education/Academia |   |
|  | Media |   |
|  | Government/Political |   |
|  | Philanthropy |   |
|  | Other (please describe) |   |

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

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 info@LambdaLiterary.org