



# **INFORMATION PACKET & JOB DESCRIPTION FOR PROSPECTIVE BOARD MEMBERS**

Family Rescue, Inc.  
8811 S. Stony Island Avenue  
Chicago, IL 60617  
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[www.familyrescueinc.org](http://www.familyrescueinc.org)

## **Board Information Packet Includes:**

- 1) Welcome Letter**
- 2) Our Work**
- 3) Our Services**
- 4) Board Member Position Description –  
Responsibilities & Qualifications**
- 5) Nominating Procedure**
- 6) Board Member Application**



Dear Prospective Board Member:

Thank you for your interest in Family Rescue, and in considering a role with our Board of Directors. This information packet has been prepared to provide you with general information about the organization and our vitally important programs.

Membership in our Board of Directors is a meaningful way to commit your talents and energy to furthering the vision and mission of Family Rescue. If you are interested in pursuing a Board position with Family Rescue, please complete the enclosed application and then return it me at the address below, or complete the application on Family Rescue's website at [www.familyrescueinc.org](http://www.familyrescueinc.org).

Upon receipt, I will contact you to discuss the next steps in the Board selection process and answer any questions that you may have.

We understand that Board membership is not for everyone, and there are many ways that individuals can support our organization. If, after review of the materials, you decide that you would prefer to support Family Rescue in a non-board role, please let me know so that you can be matched to the appropriate role.

We are immensely proud of the work our organization is doing and hope that you will join us in furthering our endeavors.

Sincerely,

A handwritten signature in black ink that reads "Joyce M. Coffee". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Joyce M. Coffee  
Executive Director/CEO  
(773) 375-1918 (p)  
[jm\\_coffee@familyrescueinc.org](mailto:jm_coffee@familyrescueinc.org)



## The Heart of Our Work

Family Rescue is dedicated to eliminating domestic violence in the Chicago community by providing comprehensive support services and shelter to victims of domestic violence; particularly to abused women and their children; engaging in advocacy to promote future system change and encouraging prevention through community education.

Family Rescue envisions a world where safety and well-being is a shared responsibility within and among families and communities, achieved only when the most vulnerable among us is safe, and a society free of violence is a reality for all.

**Direct services** to victims and their children in residential and non-residential settings and a 24/7 crisis line.

**Systemic advocacy** with city departments, governmental and private agencies, businesses and individuals, to help develop policies and procedures that encourage a coordinated, compassionate and effective response to victims of domestic violence.

**Community education and prevention** through informational presentations, interactive workshops, seminars, and in-depth training to raise awareness of domestic violence and prevent future violence.



## Our Programs

One victim at a time, Family Rescue has become one of Illinois' largest and most comprehensive domestic violence agencies. These are our four major programs:

### **Rosenthal Family Lodge Program**

Providing safe refuge and support services for women and their children who are fleeing domestic violence.

### **Community Outreach Program**

Providing portable domestic violence services within the community, as well as on-site to reach as many victims as possible.

### **Supportive Housing Program: Ridgeland and New Heights Apartments**

Providing affordable housing and supportive services for survivors of domestic violence and their children seeking to regain emotional and financial stability.

### **Legal Advocacy Program**

Assisting victims of domestic violence access the legal system and obtain criminal and civil legal remedies that will promote a violence-free lifestyle.

## Our Services

From counseling to shelter and life in between, Family Rescue's programs offer these services in both English and Spanish:

- Crisis intervention
- Safe shelter with short-term support
- Individual and group counseling
- 24-hour bilingual crisis line
- Comprehensive legal advocacy
- Parenting and life management skills
- Economic empowerment and career connections
- Educational support
- Enhanced children/youth services
- After school care
- Substance abuse recovery support
- Community education
- Affordable housing

## Position – Board of Directors

The Board will support the work of Family Rescue and provide mission-based leadership and strategic governance. While day-to-day operations are led by Family Rescue's Executive Director, the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Together with the rest of the Board, each Director is responsible for ensuring effective and fiscally sound programs and operations by providing vision, leadership, advice, and direction to Family Rescue.

### **Specific Board Member roles and responsibilities include:**

#### **Leadership, Governance & Oversight**

- Serving as a trusted advisor to the ED as she develops and implements Family Rescue's strategic plan.
- Reviewing outcomes and metrics created by Family Rescue for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics.
- Reviewing agenda and supporting materials prior to board and committee meetings.
- Approving Family Rescue's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.
- Contributing to an annual performance evaluation of the CEO.
- Assisting the CEO and board chair in identifying and recruiting individuals for potential membership on the Board of Directors and its committees.
- Partnering with the CEO and other board members to ensure that board resolutions are carried out.
- Serving on committees or task forces and taking on special assignments.
- Representing Family Rescue to stakeholders; acting as an advocate and ambassador for the organization.
- Ensuring Family Rescue's commitment to a diverse board and staff.

#### **Fundraising**

Family Rescue Board Members will consider Family Rescue a philanthropic priority and make annual gifts that reflect that priority. So that Family Rescue can credibly solicit contributions from foundations, organizations, and individuals, Family Rescue expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity.

- Make a personal financial contribution to Family Rescue as determined annually by the Board.
- Solicit the financial support of others, including employers and friends.
- Share resources and talents including expertise, contacts for financial support and contacts for in-kind contributions.



### **Board Terms/Participation**

Family Rescue Board Members will serve a three (3) year term. Board meetings will be held monthly and committee meetings will be held in coordination with full board meetings. Board Members will be expected to:

- Maintain knowledge of current programs and staff of Family Rescue.
- Be accessible, at least by phone, to staff and other Board Directors as needed.
- Contribute at least 6-10 hours per month in working for Family Rescue on Board related activities.
- Fulfill commitments within the agreed upon deadlines.
- Be loyal to the organization.
- Hold in confidence any proprietary information given to Board Directors.

### **Qualifications**

This is an extraordinary opportunity for an individual who is passionate about Family Rescue's mission and who has a track record of board leadership. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing Board Members.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector.
- Specific experience and/or knowledge in at least one of the following areas: administration; board functions; program development; personnel; finance; fundraising; public relations; marketing; or property management.
- A commitment to and understanding of Family Rescue's mission, programs, and beneficiaries.
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals.
- Personal qualities of integrity, credibility, and a passion for improving the lives of Family Rescue's beneficiaries.
- Ability to work in a team.



## **Family Rescue Board of Directors Nominating Procedure**

1. The Board Governance Committee has prepared an application form for use in the Board Member Nomination process.
2. The application form will be available for all persons wishing to apply or make a nomination. The form is included on the next page or may be obtained on Family Rescue's website at [www.familyrescueinc.org](http://www.familyrescueinc.org) or by contacting [jm\\_coffee@familyrescueinc.org](mailto:jm_coffee@familyrescueinc.org).
3. The Board Governance Committee will review all applications submitted, schedule interviews as appropriate and prepare recommendations of Board candidates for approval by the full Board.
4. Prospective Board applicants will complete a tour of the agency and observe a board meeting in action, after which a vote on board membership will be taken.
5. All nominees will be informed of their status upon completion of the process.

Note: It typically takes two months to complete the process outlined above.





## Family Rescue Board of Directors Application

Thank you for your interest in the Family Rescue Board of Directors. You may complete the application online at [www.familyrescueinc.org](http://www.familyrescueinc.org).

If you prefer to submit this by mail, print and mail it to the Family Rescue Board Governance Committee: 8811 S. Stony Island Avenue, Chicago, IL 60617.

Completed applications will be reviewed by the Family Rescue Board.

**Your Name:**

**Address:**

**Preferred Mailing Address:**

**Telephone**

**Home:**

**Work:**

**Cell:**

**E-mail address:**

**LinkedIn Profile:**

**Employer:**

**Position:**

If you need more space to answer these questions, please do so on a separate page and include it with your application:

**1. Relevant community experience and/or employment (attach a resume if relevant):**

**2. Education/Training/Certifications:**

**3. Area(s) of expertise/contributions you believe you can make to Family Rescue as a Board member:**



**4. Professional or volunteer experience with nonprofit (if any):**

**5. Why are you interested in serving as a Board member with Family Rescue?**

**6. How did you learn about Family Rescue?**

**7. Please list any boards and committees that you have served on (current or past), in what capacity, and dates of service:**

**8. Do you have the ability and willingness to support Family Rescue through a combination of a personal gift and by actively raising funds for the organization?**

**Signature** \_\_\_\_\_  
Please print to sign.

**Date:** \_\_\_\_\_