

Policies and Procedures for Board Recruitment

Qualifications for Membership on the Board: The Abode Board of Trustees (BOT) is composed of members who bring a diversity of skills and background to the organization to assist the Abode of the Message in meeting its goals. Adding qualified Board members is a responsibility of the BOT, to ensure that there is capable and responsible oversight as required by the Abode's Charter.

The Abode BOT shall consider the following criteria, among others, in selecting and confirming candidates for trusteeship:

- The ability to work harmoniously and collaboratively in a group setting;
- Qualities of leadership, experience and professional judgment;
- One or more of the following areas of expertise:
 - Non-profit board experience as a trustee
 - Non-profit executive management
 - Business development, marketing and communications
 - Finance
 - Legal, technology
 - Program design
 - Property management or operations, or
 - Other experience as may be required to manage the operations of the Abode (e.g., expertise regarding the Abode and the surrounding community);
- Additional areas of expertise that are valuable:
 - Knowledge of town ordinances
 - Fundraising/development
 - Human resources
 - Organizational development
 - Experience in campus-based non-profit religious organizations (similar to Abode)
- Being free from actual or potential conflicts of interest



Due to conflict of interest considerations, staff members of the Abode, the Inayati Order-NA, Volunteers (work study and work exchange participants) would not be eligible to serve on the Abode BOT and will not be considered for confirmation by the IO-NA BOT.

The Abode BOT believes that Inayati Order initiates should comprise at least 60% of the BOT membership; however, outside expertise could be valuable. If not an initiate, the candidate should be involved in similar organizations.

Local Representative

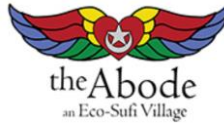
The Board believes that those who live at or near the Abode and/or those who participate regularly in Abode activities have valuable experience and perspective to share. The Abode BOT will include a member selected from the residential and/or local community to serve a one (1) year term.

- This representative will be elected by the local community, from a pool of candidates either self-nominated or nominated by others
- The local community can set its own selection criteria, subject to approval by the Abode BOT
- Preference will be given to Abode Ambassadors
- Local candidates will not be limited to current residents of the Abode
- Candidates must be current Inayati Order initiates

Additional board members:

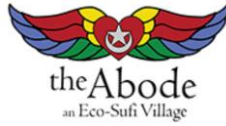
- ***Community at large:*** The Board would like to add specific expertise from the Abode community that resides outside of the local area, as outside experience and perspective is also valuable. In particular, the Board would seek candidates from the community at large who have expertise in
 - Non-profit management
 - Construction and/or facilities management and development
 - HR and organizational development
 - Business development, fundraising and marketing
 - Preference will be given to Abode Ambassadors
 - Strong preference will be given to current Inayati Order initiates

This representative will be drawn from the entire Abode community, and may be candidates either self-nominated or nominated, and consistent with the general qualifications outlined above.



Process for vetting potential board members:

- Candidates interested in being considered will be asked to fill out the application form, and meet with at least one Board member to review qualifications and the evaluation process.
- Candidates will be invited to meet with the full Board for a formal interview.
- The Abode BOT shall submit selected candidates for trusteeship for final discretionary consent of the IO-NA BOT.



Application for Abode Board Membership

Please provide the following information in five pages or less.

Name:

Address:

Phone:

Email:

Preferred contact method:

- Your relationship with the Abode.
- Experience you have serving as a board member (when and organization name).
- Experience in campus-based non-profit religious organizations (when and organization name).
- Service in non-profit executive management. (when and organization name)
- Describe the qualities of leadership and professional judgment you bring related to one or more of the following areas of expertise:
 - business development
 - finance
 - construction and facilities management
 - legal,
 - technology,
 - program design
 - property management
 - fundraising/ development,
 - human resources,
 - organizational development,
 - other areas of knowledge or experience you believe could be valuable to the Abode (such as knowledge of New Lebanon town ordinances):

Please attach a resume.



Board Member Commitment Form

Board duties:

I will:

- Attend at least 75% of all board meetings by phone or in person
- Review the agenda and supporting materials prior to board and committee meetings.
- Serve on committees and take on special assignments as needed.
- Personally contribute to the Abode
- Remain informed about the Abode mission, services and policies and promote the Abode, as agreed annually by the board.
- Provide support and advice to the staff but avoid interfering in management activities.
- Suggest nominees and participate in board recruitment.
- Support the organization by representing the Abode in the community and with funders.

Board member code of conduct

As a board member I understand that I have fiduciary duties of care, loyalty and obedience to the Abode.

- The duty of care is to the duty to pay attention to the organization—to monitor its activities, see that its mission is being accomplished and guard its financial resources.
- The duty of loyalty is the duty to avoid conflicts of interest, and
- The duty of obedience is to carry out the purposes of the organization and to comply with the law.

As a board member I agree to:

- Act with honesty and integrity
- Support in a positive manner all actions taken by the board of directors even when I am in a minority position on such actions. I recognize that decisions of the board can be made only by a majority vote at a board meeting and I respect the majority decisions of the board, while retaining the right to seek changes through ethical and constructive channels.



- Participate in (1) the annual strategic planning retreat, (2) board self-evaluation programs, and (3) board development workshops, seminars and other educational events that enhance my skills as a board member.
- Keep confidential information confidential.
- Exercise my authority as a board member only when acting in a meeting with the full board or when appointed by the board.
- Work with and respect the opinions of my peers who serve on this board and leave my personal prejudices out of all board discussions.
- Always act for the good of the Abode and represent the interests of all people served by the Abode.
- Represent the Abode in a positive and supportive manner at all times.
- Observe the parliamentary procedures and display courteous conduct in all board and committee meetings.
- Refrain from intruding upon administrative issues that are the responsibility of management except to monitor the results of the organization.
- Accept my responsibility for providing oversight of the financial condition of the organization.
- Avoid acting in a way that represents a conflict of interest between my position as a board member and my personal or professional life, even if those actions appear to provide a benefit for the organization. This includes using my position for the advantage of my friends and business associates. If such a conflict does arise, I will declare that conflict before the board and refrain from voting on matters in which I have a conflict.
- Abide by the board's operating policies and procedures.

Name

Signature

Date