

Greater Jefferson Community Center

107 N Main Street • Jefferson, Oregon 97352

(541) 327-7996

"The Community Gathering Place"

Board of Directors Member Application

Applicant Name: _____ Preferred/Nick Name: _____

Mailing Address: _____

Phone Number: _____ E-mail Address: _____

Relevant Experience and/or Employment (attach resume if relevant):

Why are you interested in the Greater Jefferson Community Center?

Area(s) of expertise/contribution you feel you can make:

Other volunteer commitments:

Preferred method of communication: Email Text

Applicant Signature _____ Date Signed _____

FOR BOARD USE

Nominee has attended a board meeting. DATE: _____

Nominee has submitted a bio. DATE: _____

Nominee has submitted to a background check. DATE: _____

Nominee interviewed by the Board. DATE: _____

Updated 10/25/25

JOB Description of a GJCC Board Member

An effective Board Member...

- Regularly attends Board functions, and special events.
- Prepares for meetings by reading financial statements, minutes, and reports.
- Stays informed about issues confronting the organization, including financial, political, and legal.
- Proactively participates in team efforts, most often driven by upcoming scheduled events.
- Accepts Board assignments and completes tasks competently and punctually.
- Builds a collegial working relationship with other Board members that will contribute to consensus.
- Represents the organization in the community.
- Actively participates in fund-raising for the organization. (Some examples: direct solicitation; special event participation; grant writing).
- Understands that they are an integral part of a working board whose members could each be expected to take a lead role in keeping the Center operational at some point.

Board Member Minimum Time Commitment

- **Board Meetings** – monthly attendance, the first Monday of each month. Minimum one hour meeting time. Additional preparation time required.
- **Special Events** – held approximately six times per year. Time varies for each event; however, anticipate frequent meetings, tasks, and event participation.
- **NOTE** – Additional time may be required for orientation, community activities, and other required meetings.