



## **BOARD APPLICATION**

### **OUR MISSION**

A living commitment, inspired by Jewish values, to provide exceptional senior care by exceptional people ... every day, in every way every one.

### **OUR VALUES**

Compassion  
Dignity

Respect  
Integrity

Excellence  
Tradition

### **OUR CORPORATE STRUCTURE**

Our corporate structure is such that we are comprised of six separate organizations:

- The Kline Galland Center
- The Caroline Kline Galland Home
- The Summit at First Hill, dba, the Mary Schwartz Summit
- Polack Adult Day Center
- Kline Galland Center Foundation
- Polack Family Supporting Foundation

If selected to join our “Board,” you will actually be joining six Boards. This ensures that all the entities are working in unison, are in sync and that the Boards are able to function seamlessly with the best interests of the entire family of organizations. Our board term is a three year commitment.

In total, we have over 750 dedicated employees, each bringing a unique commitment to the Kline Galland community. The combined annual operating budget is approximately \$70 million.



## **KLINE GALLAND BOARD OF DIRECTORS**

Members of our Board of Directors are a dedicated group of community volunteers who, individually and collectively, seek to guard and further the mission of the entire Kline Galland organization. We:

- Hire and support the Chief Executive Officer
- Effectively exercise fiduciary responsibilities
- Monitor the ongoing use of financial resources
- Guard the mission

In this vitally important work, we are always looking for highly qualified, motivated and enthusiastic individuals to join our ranks. Through the selection process, we seek to identify candidates who demonstrate specific qualities and areas of expertise so that the Board, as a whole, has the right combination of skill sets and perspectives that align with our strategies, goals and needs. At different times we may look for different skill sets to match the evolving needs of Kline Galland today and into the foreseeable future.

We look for prospective Board Members who will:

1. Respect Jewish culture, customs and rituals
2. Possess the skills, experience or expertise, either professionally or personally, to fill a gap or supplement a current or future need of the Board
3. Advocate for the mission of Kline Galland, support decisions of the Board and adhere to the Code of Conduct (*copy attached to this application*) applicable to Board members
4. Participate eagerly in an environment of respect for others and their points-of-view -- a collaborative thinker and supportive team player
5. Passionately serve as an ambassador for Kline Galland and publicly speak in support
6. Make a financial gift (commensurate with financial ability) and is able to identify possible donors to Kline Galland (Copy of Board Development Activities Policy attached)



## ABOUT YOU

We are very pleased that you have an interest in serving on the Kline Galland Board of Directors. To move the process along, please complete the “checklists” that follow and answer a few questions to help introduce YOU to us. We also invite you to attach additional pages with any further information you wish us to consider.

Please ...

- Feel free to add a few words to any checklist answers for extra insight
- Attach a resume or bio if you have one
- Skip over any questions that are not applicable

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_



**YOUR EXPERIENCE**

**Been involved with 501(c) (3) non-profit organizations?**  Yes  No

**If “Yes”:**

Name of Organization: \_\_\_\_\_ Date(s): \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Date(s): \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Date(s): \_\_\_\_\_

**If “Yes,” Your Participation:**

- Employee
- Board Member
- Committee Work
- Fund Raising
- Volunteer
- Board Officer / Committee Chair
- Task Force
- Non Board Advisor / Involvement

**What Fills Your Day – Vocation and/or Avocation** (Approx. # of years)

- \_\_\_\_\_yrs. - Accounting / Finance
- \_\_\_\_\_yrs. - Advertising / Marketing Communications
- \_\_\_\_\_yrs. - Art (Commercial / Graphics)
- \_\_\_\_\_yrs. - Business Ownership
- \_\_\_\_\_yrs. - Community Engagement
- \_\_\_\_\_yrs. - Computer (Software or Hardware)
- \_\_\_\_\_yrs. - Construction / Architecture
- \_\_\_\_\_yrs. - Educator / Education
- \_\_\_\_\_yrs. - Food / Food Service
- \_\_\_\_\_yrs. - Fundraising
- \_\_\_\_\_yrs. - Government (Federal, State or City)
- \_\_\_\_\_yrs. - Human Resources / People Management
- \_\_\_\_\_yrs. - Information Technology
- \_\_\_\_\_yrs. - Investment / Money Management
- \_\_\_\_\_yrs. - Legal / Compliance
- \_\_\_\_\_yrs. - Media / Public Relations
- \_\_\_\_\_yrs. - Medical / Patient Care
- \_\_\_\_\_yrs. - Medical Administrative
- \_\_\_\_\_yrs. - Parenting / Caregiver
- \_\_\_\_\_yrs. - Religious Leadership
- \_\_\_\_\_yrs. - Research
- \_\_\_\_\_yrs. - Sales

**YOUR INTERESTS** What activities, interests, etc. further define you?

- Care for an Elder / Elders
- Care for a Child / Children
- Classroom Helper
- Community Engagement
- Creative Writer
- Experience with Medicare / Medicaid
- Experience in Olympia / Lobbying
- Fine Art
- Fundraising
- Musician / Artist / Composer
- Performer
- Politics / Political Outreach / Supporter
- Religion / Religious Practice(s)
- Sports Coach
- Sports Participant
- Theater: Acting, Design, Directing, etc.
- Youth Program(s)

Other:

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**FOLLOW-UP**

The Governance Committee expects to interview candidates. A sample of the types of questions we may ask follows. Please select **three** of these and share a narrative about each item to help introduce yourself and be considered as part of your application.

- 1. Share one or more accomplishments relating to your creative thinking.**
- 2. Share one or more of your accomplishments relating to teamwork.**
- 3. If you served on other Boards, how would fellow members describe you?**
- 4. Other than financially, how have you furthered the mission of other non-profit organizations with which you've been involved**
- 5. What's the difference between the role of Management and Board?**



## **THANK YOU FOR YOUR INTEREST**

The generous time provided by thousands of volunteers, over generations, including Board participation, has been a vital force for good for Kline Galland and the community-at-large.

The time you have taken, by way of this questionnaire and application, is an example of the thorough and thoughtful commitment Board members provide. Your completed application is an important first step in the process for selection to serve on the Board of Directors of Kline Galland and its affiliates. The limited number of “seats” and our intent to have Board members drawn from a uniquely broad range of backgrounds and experiences further defines the path for selection.

In an effort to help us further evaluate you as a potential Board member, please tell us anything we failed to ask or anything that you would like us to know about you and/or your background. You can make the description as long or as short as you would like.

Thank you so very much for your interest in Kline Galland. Please e-mail your completed application, with any attachments, to **Roxanne Alexander** at [RoxanneA@MarySchwartzSummit.org](mailto:RoxanneA@MarySchwartzSummit.org) or mail your completed application, with any attachments.

Robert (Bob) Simon  
Kline Galland Board Chair  
Kline Galland  
7500 Seward Park Avenue S.  
Seattle, WA 98118



## **CODE OF CONDUCT**

### **For members of the board of directors**

The Kline Galland Center and each of its affiliates, the Caroline Kline Galland Home, The Summit at First Hill, dba, the Mary Schwartz Summit, the Polack Adult Day Center, the Polack Family Supporting Foundation and the Kline Galland Foundation is a separate corporation, each governed by its own Board of Directors. This Code of Conduct applies to Members of all of these Boards of Directors.

1. Board members shall be reminded that confidential financial, personnel and other matters concerning the organization, donors, staff or residents/patients may be included in board materials or discussed from time to time. Board members should not disclose such confidential information to anyone.
2. Board members shall exercise duties and responsibilities of their positions with integrity, collegiality, and care.
3. Board members shall make attendance to all meetings of the board a high priority.
4. Board members shall be prepared to discuss the issues and business on the agenda, having read background material relevant to the topics at hand.
5. Board members shall cooperate with and respect the opinions of fellow Board members, and will leave personal prejudices out of all board discussions, as well as support actions of the Board even when the Board member personally did not support the action taken.
6. Board members shall put the interests of the organization above personal interests.
7. Board members shall represent the organization in a positive and supportive manner at all times and in all places.
8. Board members shall show respect and courteous conduct in all board and committee meetings.
9. Board members shall refrain from intruding on operational issues that are the responsibility of management. However, to assist the Board in fulfilling its oversight responsibilities, members are encouraged to ask the CEO whatever questions they may have and may pose questions to members of management present at Board Meeting
10. Board members shall observe established lines of communication and directing requests for information or assistance to the CEO.
11. Board members, pursuant to conflict policy, shall disclose all conflicts of interest and recuse themselves from said matters.



I, \_\_\_\_\_ recognizing the important responsibility I am undertaking in serving as a member of the Board of Directors of each of the following: the Kline Galland Center, the Caroline Kline Galland Home, The Summit at First Hill, dba, the Mary Schwartz Summit, the Polack Adult Day Center, the Polack Family Supporting Foundation and the Kline Galland Foundation, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with my role as a Board member of each such entity and abide by this Code of Conduct. I understand that failure to abide by this Code of Conduct may result in my removal as a Board member from all such Boards, pursuant to the requirements and processes provided in each of the organization's governing documents.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





## **BOARD GIVING AND DEVELOPMENT ACTIVITY POLICIES**

*Approved by the Kline Galland Center & Affiliates' Boards on August 8, 2018*

### **BOARD GIVING**

- I. Our goal is to have every Kline Galland board member make a financial contribution to Kline Galland each year. 100% board giving is essential in asking others for financial support.
- II. Board members are expected to make an annual financial contribution to Kline Galland according to their personal means. While there is no minimum or maximum board gift amount, the anticipation is that board members will make a gift that is significantly meaningful to them.
- III. Board members are asked to make their annual board financial contribution commitments, either by written pledge, or by actual contribution, prior to February 15<sup>th</sup> of each year. Pledges can be made by e-mail or written letter directed to the Chief Development Officer or Chief Executive Officer, and must indicate the amount of the pledge and that the pledge will be realized by the end of the fiscal year (December 31). If the pledge will be realized over multiple years, the letter should indicate the specific number of years needed to realize the pledge in full as well as the amount to be paid each year.

### **DEVELOPMENT AND THE BOARD**

- I. Board members are expected to participate in development activities.
- II. Should a board member feel exceedingly uncomfortable with asking others for gifts, they are not required to do so.
- III. Other development activities in which board members are expected to participate:
  - a. Inviting people within your network to attend KG events with you (Annual Meetings, Bistro Night, Summit Breakfast).
  - b. Introducing Kline Galland executives and senior development staff to prospective donors within your network.
  - c. In partnership with the KG development team, saying thank you to current donors.
  - d. Sending personalized annual campaign letters to those donors within your network.
  - e. Encouraging people within your network to consider a planned gift to KG.
- IV. Board members should have a firm grasp of the current *Case for Kline Galland*.
  - a. Board members should understand and have working knowledge of the primary case or cases for funding for Kline Galland.
  - b. Board members should use that knowledge to actively make the case for others to learn more about Kline Galland.
  - c. Development staff will provide appropriate support, updated case information as well as training (if needed) to board members.