



Board Candidate Packet

We appreciate your interest in serving as a member of Solar Oregon's board of directors. This packet has been developed to guide you in completing your application for one of the board seats that are currently vacant. Please read the enclosed materials and submit the required application documents by October 19, 2011.

About the Organization

Founded in 1979 as the Solar Energy Association of Oregon, Solar Oregon is the Oregon chapter of the American Solar Energy Society and a 501(c)(3) nonprofit membership organization. Solar Oregon strives to help all Oregonians achieve a clean energy future by providing community outreach and public education about how solar energy technologies can be used to build that future. Through our growing network of members, friends and volunteers throughout the state, Solar Oregon is driving demand for solar by connecting Oregonians with the information and resources they need to learn about and choose solar energy.

Today Solar Oregon is governed by a 13-member board, including a president, past president and president elect. Solar Oregon's board is a working board and members interact frequently with Solar Oregon staff and volunteers. The current staff consists of full time Executive Director, Programs Manager and Outreach Coordinator and a part-time Development Director.

About the Board Position

Board members serve 3 year terms. Multiple terms are possible with reelection. Ideal board candidates will possess most of the following qualities:

- Maturity, sound judgment, wide-ranging intellect, personal and professional achievement
- Availability and willingness to commit time needed (see Board Responsibilities)
- Passion for solar energy
- Experience with research, education, entrepreneurship and/or fundraising
- Effective communications skills
- Working knowledge of financial, legal or operational aspects of not-for-profit organizations

All board members may be reimbursed for permitted expenses as funds allow and in accordance with resolutions adopted by the Board. No board member shall be paid a salary by Solar Oregon.

The Solar Oregon *Board Member Job Description* is provided to further explain the commitment, requirements and responsibilities of Solar Oregon board members. For more information on the organization, please visit www.solaroregon.org.

Application

To complete the application process, please provide the following:

- A completed and signed *Solar Oregon Board Member Application*
- A completed skills inventory form
- A current curriculum vitae or résumé
- Contact information for two people who could serve as references if needed

All materials should be submitted together to Solar Oregon no later than October 19, 2011.

Applications may be submitted by email to claire@solaroregon.org or by mail to the following address:

Solar Oregon
1231 NW Hoyt St., Ste 402
Portland, OR 97209
Attn: Board Selection Committee

Selection

All eligible candidates will be considered. A nominating committee, consisting of board members and staff, will review applications and recommend candidates for each vacant position. Those recommendations will be submitted for election by the Solar Oregon membership at the annual meeting November 5, 2011.

Candidates will be notified of the election's outcome immediately following the annual meeting.

If you have questions concerning the application or selection process, contact Claire Carlson at 503-231-5662 or claire@solaroregon.org.

Solar Oregon Board Member Job Description

Solar Oregon board members are expected to provide leadership and vision for the organization while providing appropriate financial oversight and exercising their fiduciary responsibility to the organization. Together, board members should make rational, prudent and informed decisions. To that end, board members should commit the time necessary to effectively prepare for and attend meetings and to respond in a timely and thoughtful manner to issues that arise between meetings.

Responsibilities of Solar Oregon Board Members

Solar Oregon board members shall:

1. Share in the board's collective responsibility to uphold and oversee the integrity of the organization.
2. Be an ambassador for the organization. Help spread the word about Solar Oregon and make connections in the broader community.
3. Raise funds for Solar Oregon through:
 - a. Annual giving of a personally significant contribution to the organization. The recommended minimum is \$500 per year as memberships/donations/in-kind services.
 - b. Active participation in fundraising activities. Examples include identifying donors, writing proposals, contacting individuals, corporations and foundations, and participating in fundraising events.
4. Each year, attend and participate in 6 regular board meetings, the annual member meeting, and a board retreat/strategic planning meeting. Regularly communicate with the staff and other board members between meetings.
5. Participate in at least one committee (committees typically meet monthly). Committee assignments may include:
 - a. Education and Outreach Committee
 - b. Fundraising and Finance Committee
 - c. Membership and Marketing Committee
 - d. Executive Committee

Solar Oregon, in turn, shall:

1. Provide relevant information concerning the operations of the organization including at least quarterly financial statements.
2. Respond to questions that are important to the successful fulfillment of a board member's legal, moral and financial responsibilities.
3. Provide access to paid staff to discuss program and policy questions.
4. Assist in self-evaluation of performance of board members.