



Board of Directors Call for Nominations 2-year terms beginning July 1, 2020

We are an active and engaged Board with all board members regularly participating in work groups, committees, and/or short-term organizational projects. We welcome self-nominations of passionate tobacco prevention and control activists, professionals, or anyone interested in helping reduce the toll of tobacco, smoking, and vaping in South Carolina.

Board Member Primary Responsibilities

- Attend quarterly board meetings in-person (Columbia), by phone, or video call and review all necessary reports and documents prior to board meeting
- Participate in general governance oversight
- Contribute your knowledge and expertise to strategic planning and program initiatives
- Connect local and state tobacco control stakeholders to SFSC initiatives
- *See detailed Board Member Job Description on page 2 of this document*

Current Diversity Needs

- Female and non-white candidates
- Located in the Upstate, Pee Dee, or Low Country

Areas of Expertise Needed for Open Positions

1. Treasurer - A practicing or retired accountant, CPA, or financial expert with basic knowledge of Generally Accepted Accounting Principles

Primary Treasurer Responsibilities:

- Provide financial oversight by leading the Finance committee, reviewing financial records, ensuring adherence to financial policy and procedures, and working with staff to present accurate financial reports
- Serve as a member of the Executive Committee which meets approximately 6 times per year in addition to quarterly board meetings

2. Public Health Planning Experience - Sufficient basic knowledge about public health planning to participate in development of a new 5-year State Plan for a Tobacco-free South Carolina

3. Tobacco Prevention & Control Advocate - Some experience advocating at a local and/or state level for impactful tobacco policy change



Board of Directors Job Description 2020

Smokefree SC, formerly the South Carolina Tobacco-free Collaborative, is the statewide coalition for tobacco prevention and control stakeholders working to reduce the toll of tobacco, smoking, and vaping in South Carolina.

Time Commitment

- Board term is 2 years with option for 3 consecutive terms
- Quarterly board meetings in-person in Columbia, by video, and/or by conference call
- Annual board retreat usually in August scheduled to fit needs of majority of board members
- 3+ hours/month committee and/or project work depending on your interest area(s)
- Executive committee - President, VP, Secretary & Treasurer - meets 4-6 times/year

Participation Expectations

Contribute what you can. Every board member is expected to **utilize personal and professional skills, relationships, and knowledge** for the advancement of the organization's mission and support of the operations. This includes assisting in the recruitment of volunteers, subject matter experts, and new board members.

Establish and build collegial working relationships with other board members. Strong working relationships among board members contribute to productive dialogue, well-considered strategic planning, and consensus-building for board and committee matters.

Be responsive to correspondence. Board members are asked to make it a priority to respond to all Smokefree SC-related correspondence as quickly as possible, ideally within two business days.

Prepare in advance for decision-making and policy formation at board meetings. Stay informed about board and committee matters and prepare well for meetings by reviewing documents and reports prior to the meeting.

Be a well-versed spokesperson and advocate for the organization. Board members should learn the organization mission statement, be able to converse about our basic programs and purpose, promote our public image, and be a cheerleader for the organization's programs and successes.

Make a financial contribution. Board members, either personally and/or organizationally, are expected to contribute financially by supporting the Annual Summit with an individual registration, a contribution to the Board of Directors group sponsorship, and by soliciting sponsorships as appropriate.

Ongoing Education. Board members are asked to try to stay current with news and information related to tobacco prevention and control.

Conflict of Interest. To comply with nonprofit governance best practices, our Bylaws require all board members to sign an **annual Conflict of Interest statement**.

Primary Board Governance Responsibilities

- Hire, evaluate, and support the Executive Director
- Provide financial and governance oversight, develop and approve the annual budget
- Ensure adequate resources: financial, operational, leadership, and program support
- Participate in ongoing strategic planning to determine direction for the organization



**Board of Directors
2020 Nomination/Application Form**

Nominee Name: _____ Date: _____

Nominated by: _____

Email Address: _____

Phone: cell: _____ 2nd daytime number: _____

Mailing Address: _____ Residence county: _____

City: _____ State: _____ Zip: _____

If Employed, Employer name: _____ *Job Title:* _____

If Retired, what was your profession? _____

Why are you interested in serving on the SFSC Board of Directors?

Which of these 3 focus areas best fits your experience, knowledge, and expertise?

Treasurer/Finance Public Health Planning Tobacco Prevention & Control Advocacy

Please tell us about your experience and expertise in the focus area you selected above:

**Do you currently or have you previously served on any other nonprofit Board of Directors in the past 3-5 years?
Please note if you served as an officer on any of these and when your term(s) expire.**



How would you describe your knowledge of nonprofit governance?

(This knowledge is not necessary to become a board member but helpful for us to know.)

____ Very knowledgeable ____ Somewhat knowledgeable ____ Not knowledgeable, but willing to learn

How likely is it that if you find this Board of Directors a good fit for you, you would be willing to take on a leadership role within 1 or 2 years?

____ Very likely ____ Somewhat likely ____ Not likely ____ Not Sure

Based on the SFSC Board of Directors 2020 Job Description, how comfortable are you with the general responsibilities outlined for Board members?

____ Very comfortable ____ Somewhat comfortable ____ Not comfortable

Based on the SFSC Board of Directors 2020 Job Description, do you feel that you have the time to adequately commit to becoming an active and contributing Board member?

____ Yes, definitely ____ Most likely ____ I'm not sure

Based on the SFSC Board of Directors 2020 Job Description, are you comfortable with the financial contribution required of Board members?

____ Yes, definitely ____ Most likely ____ I'm not sure

Your Signature: _____ **Date:** _____

Please mail or email completed and signed form to:

Rebecca Jacobson, Executive Director
rebecca@smokefreesc.org