



Application for appointment to the
NCAPA Endowment
Board of Trustees

Name: Primary Telephone:

Home Address:

Work Address:

Employer:

Occupation: Position title:

Preferred E-mail: Do you prefer we mail to work or home? (circle one)

Degree(s) held: College/University attended:

Please check the education/skills you can contribute to our board:

- accounting education marketing investment
planning advocacy fundraising management
technology volunteer time community relations

*Please submit a copy of your current curriculum vitae (CV)/resume.

Do you have a background in medicine, finance, or nonprofit organizations?

On what other boards do you currently serve?

What boards have you served on in the past?

What other charitable or community activities have you participated in?

What is your interest in board service? Professional or personal interest? Please describe.

What is your interest in the NCAPA Endowment?

What is your understanding of the NCAPA Endowment's mission?

Will you regularly attend board meetings? yes no
Do you have time to give this organization? yes no

We ask for 100% board participation in making an annual financial gift to the nonprofit because it is hard to ask others to give, if we don't give ourselves. Will you make a donation? yes no

Potential Board Member Name/Signature Date

Board of Trustees Job Description

Title: Member, NCAPA Endowment Board of Trustees

Reports To: NCAPA Endowment Board of Trustees President

Purpose: To serve the board as a voting member, to oversee the enforcement of existing policies, to assist in the development of and then approve new policies, procedures and regulations to govern the operations of the North Carolina Academy of Physician Assistants Endowment nonprofit, and to monitor the finances, programs and performance of the organization.

Term: 3 years from appointment, with no term limitations

Expected Meeting Attendance:

- Regularly attend scheduled meetings (about 2-5/year, many by phone).
- Attend meetings of committees served (about 2/year).
- Attend board retreats, planning sessions, and board development workshops.
- Attend and participate in special events.

Obligations of the Board:

- Establish policy.
- Secure adequate funds, including making an annual personal gift.
- Monitor finances.
- Maintain, update and monitor strategic plans.

Specific Duties:

- Attend meetings, participate and show commitment to board activities.
- Be well-informed and prepared for meetings.
- Contribute skills, knowledge and experience when appropriate.
- Listen respectfully to other viewpoints.
- Assume leadership roles in board activities, including fundraising.
- Represent the nonprofit to the public, businesses and the community.
- Educate yourself about the needs of the people the nonprofit serves.

Potential Board of Trustees Member's Name/Signature

Date

Please download, complete, and sign the above form. You may then scan the document and email with your CV to NCAPA Endowment Board Secretary, Brenda Scronce, at tscronce@aol.com. For submission questions, please feel free to email or call Brenda at 336 575-2260