

Cleveland Community Cares, Inc./Common Ground Café
Board of Directors Interest Packet

Our Mission

Cleveland Community Cares, Inc. dba Common Ground Cafe is a non-profit organization established for the betterment of our community. At our core is a desire to have a hunger-free community where every person can attain their basic human needs and strive towards self-fulfillment.

Our mission is to strengthen our community, improve our economy, foster local partnerships and promote health by offering nourishing meals in a welcoming and safe environment to everyone on a “donate-what-you-can” basis.

Board of Directors Overview

At Cleveland Community Cares, Inc. dba Common Ground Cafe, our Board Members hold an important role in the health and growth of the overall organization. It is crucial that the Board of Directors have a sense of ownership in our organization and community café model by being the first to volunteer, donate, garner support, and provide advisement.

By acting as a safety net for our mission, the Board not only provides careful watch over our organizational integrity through financial accountability, but also keeps sight of Cleveland Community Cares, Inc. dba Common Ground Café’s constituency (those we serve in our community, those who volunteer, and those who give), and what they need us to do. In many cases, the Board not only cares about the constituency, but our Board Members come from the constituency, know the constituency, and are the constituency.

We seek Board Members with a wide range of skills and expertise, providing a place for our members to give back to the community using their unique gifts and talents.

Typically, the Board of Directors at Cleveland Community Cares, Inc. dba Common Ground Cafe meets monthly in the evening via in person, Zoom or conference call.

Board Member Recruitment Process

1. Board Member candidates meet with the Board Chair and/or Executive Director, and are given an overview of our organization, its mission, the board responsibilities, expectations and application.
2. Once candidates indicate interest in being a part of the Board, their resumes and applications are submitted, reviewed, and approved.
3. Once approved, candidate will begin to attend meetings.
5. There will be no direct compensation for board members.

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Board Member Responsibilities

Individual Board Member Responsibilities include but are not limited to:

- Take care of the nonprofit by ensuring prudent use of all assets, including facility, people, and good will; and provide oversight for all activities that advance the nonprofit's effectiveness and sustainability. (legal "Duty of due care")
- Make decisions in the best interest of the nonprofit corporation, not in his or her self-interest. (legal "Duty of loyalty")
- Ensure that the nonprofit obeys applicable laws and acts in accordance with ethical practices; that the nonprofit adheres to its stated corporate purposes, and that its activities advance its mission. (legal "Duty of obedience")
- Attend at least 75% of the board meetings. Typically, the meetings are held via in-person, audio conference or video conference on the second Monday evening of each month. The date and time are subject to change at the will of the board and or Executive Director.
- Participate in fundraising activities and monthly events as frequent as possible. Fundraising may or may not include directly soliciting donations from individuals or businesses. Other ways to assist in fundraising activities would include but are not limited to the following: sending out letters/mailers, connecting individuals to the organization or other board members, and assisting in an event (friend-raiser, pop-up event, silent auction, special meal etc.).
- Interpret and promote the organization's work and values to the community, represent the organization, and act as a spokesperson.
- Attempt to hold a Board position for a minimum of a two-year term; In the event an early resignation is required, Candidate will remain in office (if feasible), until a successor is elected and qualified.
- Serve as a trusted advisor to the Director with regards to developing and implementing Cleveland Community Cares, Inc. dba Common Ground Cafe's strategic plan.
- Review agenda and supporting materials prior to board meetings.
- Approve Cleveland Community Cares, Inc. dba Common Ground Café's monthly financials, annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.
- Assist the Director and Board President in identifying and recruiting other Board Members.
- Additional descriptions for each officer of the board is described in Cleveland Community Cares, Inc. dba Common Ground Café bylaws.

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Board of Directors Candidate Application

Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Mobile Number: _____ **Email:** _____

Current Occupation (Please Attach Resume): _____

Current Employer: _____

Areas of Expertise (Please Check All That Apply):

- | | | |
|---|--|--|
| <input type="checkbox"/> Business
Corporate | <input type="checkbox"/> Government
<input type="checkbox"/> Marketing /
Advertising | <input type="checkbox"/> Grant Writing
<input type="checkbox"/> Policy
Development |
| <input type="checkbox"/> Human
Resources | <input type="checkbox"/> Public Relations
<input type="checkbox"/> Education | <input type="checkbox"/> Restaurant
Industry |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Social Media
<input type="checkbox"/> Volunteer
Management | <input type="checkbox"/> Counseling /
Pastoral Care |
| <input type="checkbox"/> Web
Development / Graphic
Design | <input type="checkbox"/> Non-Profit
Management | <input type="checkbox"/> Information
Technology |
| <input type="checkbox"/> Finance /
Accounting | | <input type="checkbox"/> Public Speaking |

Other Areas: _____

List other Boards and Committees in which you currently serve, or have previously served (business, civic, community, fraternal, political, professional, recreational, religious, and social).

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Why are you interested in serving on the Board of Directors of Cleveland Community Cares, Inc. /CGC?

Do you have a personal or professional relationship with anyone who currently serves on the Board of Directors of Cleveland Community Cares, Inc. /CGC? If yes, with whom, and please describe the relationship.

Have you ever volunteered, or do you regularly volunteer at any of the Cleveland Community Cares, Inc. /CGC locations? If yes, please specify the location, as well as the capacity in which you serve and the frequency.

Have you ever supported, or do you regularly support Cleveland Community Cares, Inc. /CGC financially? Yes No

Please review and respond to the following questions. If yes to any of the following, please use a separate sheet of paper to provide an explanation.

- A. Are you aware of any information about yourself which might tend to reflect unfavorably on your reputation, morals, character, or ability as a board member of Cleveland Community Cares, Inc. /CGC? Yes No
- B. Have you ever been convicted of a felony? Yes No
- C. Have you ever been convicted of a controlled substance offense? Yes No
- D. Have you ever been convicted of a sex-related crime? Yes No

Please provide two references, with at least one reference from someone with whom you have worked in an employment capacity or as part of a group.

1. Name: _____
Mobile Number: _____ Email: _____

2. Name: _____
Mobile Number: _____ Email: _____

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By signing below, I attest that the information provided is true and correct. Additionally, my signature represents an agreement to participate pursuant to the Policies, Procedures, and Bylaws of the Board of Directors at Cleveland Community Cares, Inc. /Common Ground Cafe. I understand that if any conflicts arise that prevent me from performing the rules and expectations as a Board Member, I may be removed from the Board by a majority vote.

Signature: _____ Date: _____

Thank you for completing the application. We appreciate your continued support of the Cleveland Community Cares, Inc. dba Common Ground Cafe mission and your interest in joining our Board of Directors. If you have any questions, please do not hesitate to call our office at (704) 981-0991.

For Board Use Only:

_____ Application received by committee member Date: _____

_____ Application submitted to board members Date: _____

_____ Nominee proposed to the board Date: _____

_____ Board Action: Elected Rejected Date: _____