



BOARD OF DIRECTORS MEMBERSHIP APPLICATION AND POSITION DESCRIPTION

Overview

INDESEEM shall be governed by its Board of Directors here known as “Board.”

General Powers

The affairs of the Corporation shall be managed by its Board. The Board shall have control of and be responsible for the management of the affairs and property of the Corporation.

Number and Officers

The number of Directors shall be fixed from time-to-time by the Board of Directors but shall consist of no less than three (3) nor more than fifteen (15) including the following officers: the President, the Vice-President, Associate Vice-President, the Secretary, and the Treasurer.

Tenure

Each member of the Board of Directors shall hold office for up to a three-year term as submitted by the nominations committee and may serve an additional three-year term, if desire.

The members of the Board of Directors shall, upon appointment and the satisfactorily completion of the BDAF, immediately enter upon the performance of their duties and shall continue in office until their successors shall be duly appointed and qualified.

Newly appointed members of the Board of Directors who have not served before shall serve initial one-year terms. At the conclusion of the initial one-year term, members of the Board of Directors may serve additional three-year terms. Their terms shall be staggered so that at the time of each annual meeting, the terms of approximately one-third (1/3) of all members of the Board of Directors shall expire. Each member of the Board of Directors shall attend at least two (2) meetings of the Board per year.

Requirements

Each member of the Board of Directors shall make a recommended voluntary contribute at least one hundred and fifty cash dollars (\$150.00) to the organization annually, all or part of which may come from the tax-deductible value paid for or solicited by the Board member, and received by the Corporation. No contribution credit shall be given for in-kind donations. Provided, however, that the \$150 voluntary recommended cash requirement for any member who joins after the beginning of

the fiscal year for his or her initial one-year term shall be prorated from the started date of his appointment and confirmation on the Board of Directors.

General Responsibilities of Board Members

This is an opportunity for individuals who have a passion about INDESEEM's vision and mission and with a track record of leadership. The appointed Board Members will have achieved leadership in diverse areas the nonprofit, education, research, and development sectors.

Board Member responsibilities include attendance at two in-person annual meetings, as well as teleconference or videoconference meetings and active electronic conversations as part of Board committees.

Board members also hold a fiduciary responsibility for management of organizational capital and ensuring appropriate filings with federal, state, and local authorities consistent with the INDESEEM's status as a 501(c)(3) nonprofit organization. INDESEEM's attendance policy allows for removal if two meetings are missed without prior notice of any board member.

The Board Members qualifications shall include:

1. Experiences in the nonprofit sector.
2. Leadership and management experiences.
3. A commitment to the purpose of INDESEEM.
4. Exceptional diplomatic skills, the affinity to establish and sustain relationships.
5. The drive to improve lives, while fostering a commitment to a sustainable world for all.
6. Ability to fundraise for the furtherance of INDESEEM's mission.

Board Membership

Membership to the Board of Directors is based on voluntary appointment and completion of the Board of Directors Application Form (BDAF). Each member of the Board of Directors of the Corporation shall take office following the satisfactory completion and submittal of the BDAF.

Following the completion of the voluntary submittal of the BDAF, all members of the Board of Directors must be approved by a majority vote of the members present and voting. No vote on new members of the Board of Directors shall be held unless a quorum of the Board of Directors is present as provided in Section 6 of this Article. No two members of the Board of Directors shall be related by blood or marriage/domestic partnership within the second degree of consanguinity or affinity may serve on the Board of Directors at the same time.

Declaration of Candidacy

Board positions require a time and energy commitment that should not be underestimated. Candidates are urged to consider personal priorities for the next year as well as the ways to contribute to the development of the organization. Resources available to prospective members:

- The organization's official website is available at: <https://indeseem.org/>
- Current Corporate Staff and list of Board of Directors are listed at:
 - Corporate Management Staff: <https://indeseem.org/about/our-team/management-team/>
 - Field Officers: <https://indeseem.org/about/our-team/field-offices/>
- Email Samuel Jacob-Abbey, President at info@indeseem.org with questions or inquiry.

To apply:

- Submit the Board Application (the last two pages of this document) and your résumé / CV by to: Samuel Jacob-Abbey at info@indeseem.org or mail to:

Board of Directors,
c/o Samuel Jacob-Abbey, INDESEEM Inc.
1900 West Park Drive, Suite 280,
Westborough, MA 01581

- Email Subject Line: PLEASE WRITE "INDESEEM BOARD APPLICATION" in the subject line.
- Copies of the application will be distributed to those selecting members and will assist in understanding how you would like to contribute to the Organization's purpose.
- Include in your email a digital photograph of yourself.
- A three paragraph autobiography of yourself which include the following aspects (*see examples of our Corporate staff online*):
 - Educational summary
 - Professional experience summary
 - Summary of your expertise
 - Key Expertise

Time and Financial Considerations

Meetings:

- Conference Calls (can be monthly) for updates on projects, setting policy, approving committee work.
- Committee Work (generally by email) on the Program, Finance/Audit, and Administration Committees.
- Board Meetings #1 (TBD).
- Board Meeting #2 (TBD).

Travel Cost: INDESEEM's bylaws provide logistics for lodging, food, and transportation reimbursement (up to certain maximums) for travel.

Donations: As with any Board, members will be solicited for a cash or in-kind donation; 100% participation is sought; the amount is optional.



Board of Directors Membership Application Form

Name	
School / Company	
Current Occupation	
Contact Details	
<i>Address</i>	
<i>Telephone</i>	
<i>Cell Phone</i>	
<i>E-mail</i>	

We want to understand your views on current operations and how your potential contributions might fit with the organization's vision. Please answer the following questions. Limit your response to this page/the space provided. Address and contact information will not be distributed. Please also send your résumé or CV to Samuel Jacob-Abbey at info@indeseem.org.

1. Please **briefly** describe your academic and professional background, and other relevant experience.

2. Why do you seek a position on the INDESEEM's Board?

3. Please briefly outline the specific skills you bring, or contributions you hope to make, to the INDESEEM Board.

ONLY THIS SINGLE PAGE WILL BE DISTRIBUTED TO COMMITTEE MEMBERS ALONG WITH YOUR CV OR RESUME. LIMIT RESPONSE TO THE SPACE ABOVE!