



Freedom Center for Independent Living, Inc.

400 North Broad St. Middletown, DE 19709

T (302) 376-4399 • F (302) 376-4395

www.fcilde.org

The Freedom Center for Independent Living (FCIL) located in Middletown, Delaware, is a non-profit 501(c)(3) organization funded in part by a grant from the U.S. Department of Health and Human Services. Presently, Freedom Center is seeking additional board members.

FCIL is one of three Centers for Independent Living (CILs) located in Delaware. Our mission is to protect the civil rights and promote the empowerment of people with disabilities and their families. Our catchment area includes Newark, Bear, New Castle, Middletown, St. Georges, Port Penn, Odessa, Delaware City and Townsend.

Established in 2001, FCIL serves as a resource center assisting persons with disabilities and, as appropriate, their family members and the professionals that serve them, in achieving and maintaining an independent lifestyle. Freedom Center also engages with members of the broader community – our schools, local government and business sector to facilitate the inclusion and equal participation of individuals with disabilities into all facets of daily living.

CILs deliver 5 core services free of charge to their consumers; our funding source is the Administration for Community Living (ACL). **Note: We are not a residential or day program.** FCIL believes that quality of life is dependent upon personal empowerment, demonstrable independence, and community participation. FCIL believes individuals with disabilities should experience the same rights as all citizens – to choose control over their lives and equal opportunities as set forth in federal legislation – The American's with Disabilities Act of 1995.

FCIL is governed by a Board of Directors (The Board) who work closely with the Executive Director, staff, and our community partners. Each board member brings not only commitment to our mission, but promises to share the gift of time and employ the various skill sets they possess to ensure the success of the organization. Persons interested in becoming a member of the Board of Directors are requested to complete the attached application and forward it to The Freedom Center at the above mailing address (Attention: Board Chair) or email the Chair, Raetta McCall, at rmccall@fcilde.org.

Board members serve a three-year term. The Board meets a minimum of six times a year. Various committees, however, meet in between the full Board meetings.

Although Freedom Center is mandated by federal guidelines requiring the Board be comprised of 51% of individuals with disabilities, it also encourages diversity of racial,

cultural, geographic, and/or socioeconomic backgrounds to apply.

The following pages include The Nominating Process and Expectations, the Responsibilities of the Board of Directors and a Board Membership Application.

If you need additional information or would like to discuss joining The Board, please contact Raetta McCall at 302-753-4393.

Sincerely,

Raetta McCall
Board Chair

Attachments



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Nominating Process and Expectations:

- Names of potential Board members will be solicited from current Board members, staff, consumers, donors, educational institutions, social service agencies and other community partners. It is recommended that outreach also includes the United Way, AARP, and the Chambers of Commerce.
- Potential Board members will be invited to attend a meeting of the Board, and visit the office. They will also meet with a representative of the Membership Committee to gain a better understanding of the organization and the role of a Board member.
- The Board Membership Committee will review the applications and bring recommendations to the full Board for a vote.
- All applications will remain on file in Freedom Center's office. If you are not selected for a Board position when you first apply, you will be contacted when openings occur to determine your continued interest and invited to reapply.
- Board members will be expected to participate as a member of at least one Board designated committee, participate in Freedom Center functions during the year, and support fund raising initiatives.
- Board members are expected to attend at a minimum of four regularly scheduled Board meetings each year and other committee meetings as necessary.
- Board members are expected to participate in designated training opportunities offered to increase their understanding of their role and responsibilities as a Board member.



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RESPONSIBILITIES OF THE BOARD OF DIRECTORS

What Does a Board of Directors Do?

The Board of Directors provides the continuity upon which an organization is based. Individual staff and Board members change over time, but the Board of Directors exists as long as the organization. Individual members of the Board make up the corporate body of the organization. The Board of Directors sets policy and provides direction to the Executive Director who runs the day-to-day operations of the Center. The Board does not have an office, but access to the Center to conduct committee activities and hold monthly meetings.

The Board of Directors has responsibility for:

1. The agencies legal status
2. The interface of the organization and the community
3. Stewardship
 - a. Promote and refine the Center's mission
 - b. Oversee general operations and define policies
 - c. Planning: development and monitoring of the Center's business plan
 - d. Hire, evaluate, terminate the executive director
 - e. Oversight for securing and managing adequate financial resources
 - f. Assure effective use of human and financial resources
4. Evaluation of its own composition and performance.

The Board of Directors has the following duties:

- Budget and Finance - Board of Directors is responsible for financial oversight to ensure financial accountability and solvency to include: cash flow, reserve funds for emergencies, and compliance with Board the approved Accounting, Audit and Financial Operations Manual.
- Personnel - Board of Directors hires the Executive Directors and monitors the effectiveness of their performance. Staff members are hired, evaluated and if necessary, removed by the Executive Director, not the Board.
- Fundraising activities that promote the creation of nondiscretionary dollars to offset expenses for projects that are not funded by designated federal dollars are led by the Board.
- Planning - Strategic planning related to services implementation, program design and development, staffing, and financial resources are developed by the Executive Director in cooperation with the Board of Directors.
- Policy development and administration – the Executive Director works with the Board of Directors to create administrative and operational policies. The Executive Director

develops and implements related procedures, guidelines, and protocols with approval by the Board of Directors.

- Evaluation of programs & services – At least annually, the Board of Directors, with the assistance of the Executive Director, reviews and evaluates the Centers programs, services, and operational policies.
- Public Relations – Board of Directors endorse the Center whenever appropriate.
Board Development – Board of Directors and the Executive Director recruit and orient new Board Members to ensure adequate and responsible leadership is at hand.



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Thank you for your interest in serving as a member of Freedom Center's Board of Directors. Please complete this 'Board Membership Application', and return it to Raetta McCall at rmccall@fcilde.org or fax to 302-376-4395. Feel free to attach additional information and/or a resume.

Board Membership Application

Name: _____ **Date:** _____

Address:

Street: _____

City: _____ State: _____ Zip: _____

Phone Numbers:

Work: _____ Home: _____ Cell: _____

Email Address:

Home or Work: _____

Do you have a disability?(optional) _____

Please describe your experience/background related to persons with disabilities.
(e.g., personal experience as a person with a disability; friend, parent or family member of a person with a disability; helped persons with disabilities obtain services, support, etc)

Please describe the reasons for your interest in becoming a Board member and what you hope to contribute to the Board. Identification of work experience and/or skill sets that you will bring to the Board will be most helpful.

Networking and establishing connections to the community/business and corporate sector are of key importance to our organization. Briefly comment on how you will contribute to this effort.

Fundraising is another important role of the Board. Share your experience and interest in this area.

Kindly list the name and contact information for two personal/professional references.
