

# **Salisbury-Rowan Community Action Agency, Inc.**

## **General Information and Application Form**

### **For Board of Director Membership**

The Salisbury-Rowan Community Action Agency, Inc. is governed by a fifteen (15) member tri-partite Board of Directors. One-third of the board is elected public officials or their representatives. One-third is representatives of business, industry, labor, religion, education or other major groups and interests in the community. One-third is individuals who represent the poor in the area served. The tri-partite composition of membership provides for the actual problems experienced by the poor to be voiced by their representatives and responded to by the representatives of the business and local government.

#### **Basic Responsibilities of Non-Profit Boards:**

- Determine the organization's mission and purpose. It is the board's responsibility to create and review a statement of mission and purpose that articulates the organizations goals, means and primary constituents served.
- Select the chief executive. Boards must reach consensus on the chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position.
- Provide proper financial oversight. The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
- Ensure adequate resources. One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission.
- Ensure legal and ethical integrity and maintain accountability. The board is ultimately responsible for ensuring adherence to legal standards and ethical norms.
- Ensure effective organizational planning. Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
- Recruit and orientate new board members and assess board performance. All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate its own performance.

- Enhance the organization’s public standing. The board should clearly articulate the organizations mission, accomplishments, and goals to the public and garner support from the community.
- Determine, monitor, and strengthen the organization’s programs and services. The board’s responsibility is to determine which programs are consistent with the organization’s mission and to monitor its effectiveness.
- Support the chief executive and assess his or her performance. The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization.

**The Agency:**

The Salisbury-Rowan Community Action Agency, Inc. (SRCAA) a responsible regional non-profit, Community Action Agency, committed to providing comprehensive and accountable services for economically disadvantaged individuals, children and families in its services area. These services are designed to enhance the quality of life and promote the opportunity to achieve self-sufficiency. The organization has a rich history in providing services to the community. During the later part of May 1965, the Office of Economic Opportunity officially approved the Salisbury-Rowan Community Services Council, Inc. as a Community Action Agency to operate its program with federal funds.

The SRCAA has approximately 300 employees and an annual budget of approximately \$13.4 million.

The SRCAA provides the following services to low income families:

- **COMMUNITY SERVICES BLOCK GRANT (CSBG):** This Self-Sufficiency program assists those who choose to make a change in their life. For families and individuals enrolled in this program, the agency provides supportive services to help them overcome crisis for things like housing, utilities, childcare, education and training. Case Managers provide comprehensive supportive services; each family or individual can focus on the problems and barriers they have encountered. Families and individuals complete this program in one to three years and during this time they: Secure employment or increase their income, obtain education and /or vocational training, make better use of their income, obtain and maintain standard housing and build a strong work ethic.
- **WEATHERIZATION ASSISTANCE PROGRAM:** This federal program is managed by the North Carolina Department of Health and Human Services and is designed to help Rowan County residents who meet the federal low-income guidelines to save energy and reduce expenses through the installation of energy conservation materials, the implementation of energy efficiency measures in their homes and energy education. The Weatherization program targets the elderly, individuals with disabilities and families with children.

- **HEATING & AIR REPAIR AND REPLACEMENT PROGRAM:** Heating & Air Repair and Replacement works in conjunction with the Weatherization Assistance Program to repair and/or replace inefficient heating and air systems in the homes of low-income families
- **WORKFORCE INNOVATION AND OPPORTUNITY ACT PROGRAM (WIOA):** WIOA is a year-round program that provides services such as leadership development, adult mentoring, comprehensive guidance and counseling, tutoring and study skills training, internship, job shadowing, occupational skills training and on-the-job training.
- **HEAD START/EARLY HEAD START PROGRAM:** designed to meet children and family needs, providing a solid foundation for the child and parent to grow together. The primary goal of the Head Start/Early Head Start programs is to provide the best child development practices for children birth to five years of age. Head Start provides a comprehensive child development program that addresses the physical, mental, social and emotional development of prenatal, infants, toddlers, preschool participants. The program services Rowan, Davidson, Stanley, Montgomery and Moore counties.

**Background – Community Action Agencies:**

Community Action Agencies (CAAs) are nonprofit private and public organizations established under the Economic Opportunity Act of 1964 to fight America's War on Poverty. Community Action Agencies help people to help themselves in achieving self-sufficiency. Today there are approximately 1000 Community Action Agencies, serving the poor in every state as well as Puerto Rico and the Trust Territories.

CAAs are a primary source of direct support for the more than 34.5 million people who live in poverty in the United States. The majority of CAA program participants are extremely poor, with incomes below 75 percent of the federal poverty threshold, or \$9,735 for a family of three (the average family size for the client population).

**Please visit [srcaa.com](http://srcaa.com) for more information**



**SALISBURY-ROWAN COMMUNITY ACTION AGENCY, INC.  
BOARD OF DIRECTORS CANDIDATE APPLICATION**

First Name:		Last Name:	
Home Address:		City, State:	
Personal Telephone:	Personal Fax:	Personal E-mail:	
Work Information: Company & Address: <i>(if applicable)</i>			
Work Telephone:	Work Fax:	Work E-mail:	

Please summarize your interest in the Salisbury-Rowan Community Action Agency, Inc. and how the agency can benefit from your experience.

<b>Areas of Experience</b> <b>Please indicate your experience in the following</b>	<b>Very Experienced</b>	<b>Some Experience</b>	<b>Limited Experience</b>
Strategic Planning			
Fundraising			
Board Development ( <i>recruitment, training, evaluation</i> )			
Program Planning and Evaluation			
Recruiting, Hiring and Evaluating Personnel			
Financial Management and Control ( <i>budgeting, accounting</i> )			
Communication, Public and Media Relations;			
Public Speaking			
Organizational Development			
Information Technology			
Facilities Management			
Special Events ( <i>planning and implementation</i> )			

If necessary you may use attach additional pages to complete your responses.

1. For the items you checked as “very experienced” or “some experience”, please provide details.
  
2. If you have or are currently participating as a member of a board of directors, please describe.
  
3. If you have a resume, please attach it to this document.

Please mail the completed application to:

Dr. Donna White-Cook  
Board Chairperson  
Salisbury-Rowan Community Action Agency, Inc.  
1300 West Bank Street  
Salisbury, NC 28145  
Telephone: (704) 633-6633