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| Volunteer with The Flashlight Project  Board Member: Vice President |  |

1. Volunteer Position Description:
   1. Be a member of the Board
   2. Perform President’s responsibilities when the President cannot be available
   3. Report to the Board's President
   4. Work closely with the President and other staff
   5. Collaborate closely with the President to develop and implement officer transition plans
   6. Perform other responsibilities as assigned by the Board
   7. Suggest new ideas to strengthen the nonprofit
   8. Represent the nonprofit and promote its goals and accomplishments
   9. Assist with fundraising. Identify new opportunities for speaking engagements and potential donors to our mission.
   10. Recruit new members of the Board, including your successor.
   11. Be familiar with the nonprofit’s Articles of Incorporation and Bylaws
   12. Help the nonprofit exercise good fiscal management
   13. Make a yearly financial contribution of personal significance to the nonprofit. The amount will vary according to each Board member’s personal resources.
2. Time Commitment:
   1. 10-15 hours/month
   2. Two years
3. Qualifications:
   1. Practicing Christian
      1. While we serve women of any religion or belief, we do rely on Christ for inspiration and good judgement.
   2. Have reliable transportation and ability to be on time to monthly board meetings. Meetings always start and end on time.
   3. Passion for and commitment to our mission
   4. Ability to cultivate relationships with diverse individuals so that awareness of the nonprofit and donations are increased
   5. Personal qualities of integrity, patience, perseverance, and creative thinking
   6. Excellent communication skills
   7. Prior experience in leadership, nonprofits, or business a plus
4. Application Procedure
   1. Email your resume to [jweaver@theflashlightproject.org](mailto:jweaver@theflashlightproject.org).
   2. Attend an orientation.
      1. Fill out general paperwork.
      2. Sign a liability waiver and non-disclosure agreement.
   3. Clear a simple background check.
      1. Because of the sensitive nature of the work we do, we require that our volunteers clear a background check through True Hire. Thank you for your understanding.
      2. The cost of the background check is $12.99. Thank you for helping us keep our operating costs low by paying for this.
         1. This search includes a National Multi-Jurisdiction Criminal Search and a 50-State Sex Offender Search. It searches the largest repositories of criminal records for the entire country, including sex offender registries. Also included are the known-fugitive database, homeland security databases, and more than 130 million individual criminal records from national and state agencies. Includes Address History Report.
         2. Please note that should True Hire find a possible criminal record in an additional county not included in the $12.99 package, the charge is an additional $10.25 per county.
      3. If you have any questions about the background check, you may contact True Hire:
         1. True Hire  
            [www.true-hire.com](http://www.true-hire.com)  
            1-800-262-7301  
            [info@true-hire.com](mailto:info@true-hire.com)  
            11366 Cleveland Avenue  
            Uniontown, Ohio 44685

Thank you for your interest in volunteering with our Board of Directors. We look forward to getting to know you and to working with you.

The Flashlight Project

[www.theflashlightproject.org](http://www.theflashlightproject.org)

[info@theflashlightproject.org](mailto:info@theflashlightproject.org)

The Flashlight Project does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.