

Submit Application



Olmsted County Community Service Department
FAMILY SUPPORT & ASSISTANCE DIVISION

Olmsted COMMUNITY ACTION PROGRAM

Mission

*Partnering with community to build opportunities
for families and individuals to achieve economic self-reliance.*

ADMINISTERING BOARD - MEMBER APPLICATION SHEET

The Community Action Program (CAP) focuses on advocacy, outreach, and services for people living on low incomes. The Administering Board includes fifteen members divided equally between public, private and community representatives.

The Board meets on the fourth Thursday from 5:45-7:30 PM in February, April, September, October, and December. Our Annual Family Picnic is in May.

Name: _____

Address: _____

Home Telephone (_____) _____

Work Telephone (_____) _____

E-Mail: _____

Please provide a short biography of yourself that may be shared with others

Please answer each of the following. Use additional paper if necessary

Why are you interested in serving on the CAP Board?

What experiences do you have that will help with the work of the CAP Board?

Olmsted Community Action Program Administering Board Member Job Description

Board members are responsible for determining OLMSTED CAP's policy in planning, community relations, fiscal accountability, and organizational operations.

Planning – board members have four key responsibilities in this area:

1. Establishing and reviewing OLMSTED CAP's mission, philosophy, goals.
2. Planning which services/programs OLMSTED CAP provides, including assessment of community needs and evaluation of services, programs, and operations.
3. Ensuring that OLMSTED CAP's programs and services appropriately address the needs of those we serve.
4. Overseeing the processes of program development, including review and approval of grant applications, outcome results, and needs assessment.

Community Relations – board members have two key responsibilities in this area:

1. Advocating for OLMSTED CAP's services/programs, including the awareness that board members are always emissaries of OLMSTED CAP in the community.
2. Cooperative action. Determining occasions when OLMSTED CAP will take part in coalitions, joint operations, etc.

Fiscal Accountability – board members have two key responsibilities in this area:

1. Raising funds and/or ensuring that adequate funds are available to support OLMSTED CAP's mission and services.
2. Ensuring fiscal accountability.

Organizational Operations – board members have three key responsibilities in this area:

1. Ensuring that the board's operations are adequate and appropriate, including writing policies for conduct of meetings and operation of board business.
2. Ensuring that OLMSTED CAP and its board members meet all applicable legal requirements.
3. Ensuring that organizational structures and management systems are adequate and appropriate, including recruiting new board members, recognizing and nurturing existing board and staff

In performing duties as a member of the OLMSTED CAP, every board member is expected to:

- Demonstrate a strong belief and commitment to OLMSTED CAP's mission
- Be an enthusiastic advocate for OLMSTED CAP
- Devote the necessary time to prepare for and participate in board and committee meetings
- Take responsibility and accountability for OLMSTED CAP and all decisions made by the board
- Demonstrate willingness to work as a team member with other board members and the executive/program director(s)
- Exhibit high ethical standards and integrity in all board actions