



**TEACH SKILLS.
GAIN WORK.
LOVE FIRST.**

Our Mission:

"Serving Hope by teaching food service work and life skills through Christ's love."

GOVERNING BOARD APPLICATION



Blessings!

You have received this board application because you have been recommended by a friend, colleague, board member or staff member of Serving Hope, Inc. or Cyn-Shea's Café and Catering, a division of Serving Hope, Inc., or you have been identified as someone in our community that we would like to explore for a potential new board member position.

It is our prayer that you will take this opportunity to learn more about Serving Hope, Inc., Serving Hope, Inc.'s mission, and the responsibilities of the governing board. We believe as you further explore the Serving Hope, Inc., program the more you would love to partner with our organization.

This application is just the beginning of the process in becoming a new board member. Interviews, facility tours, and board approval may also be steps of the process. Ensuring that Serving Hope, Inc. is a good fit for you and you for us is crucial in quality board development and the overall success of our organization.

Should you determine that you have an interest in exploring a board position with Serving Hope, Inc. please complete this application and notify your contact person, or Robin Gilbert at 256.203.4079.

Thank you for your interest in a potential Governing Board position with Serving Hope, Inc.!

Helping hands, Offering opportunities for Personal growth & Empowerment

415 Church St. Suite E-5 ♦ Huntsville, AL 35801 ♦ 256.203.4079

robin@servinghopeinc.org ♦ www.servinghopeinc.org

Serving Hope

At Serving Hope, we believe in second chances. Our students are survivors, and we endeavor to give them a hand-up towards self-sufficiency. By equipping each individual with knowledge, experience, and guidance. Our students receive a firm foundation on which to re-build and advance their lives and careers.



Our Cause Defines Us

Each day is a gift and an opportunity to make a difference. Regardless of your circumstances, if you are willing to do what it takes to change your life, we will provide the opportunities and the loving support to help you along the way, as you re-shape your future.

Always Thankful. Ready to Serve.



Strengthening Community

DID YOU KNOW?

Statistics about Families that live within ONE MILE of SERVING HOPE INC.

45% live Below Poverty Level

62% have an Income less than 35k

33% have an Income less than 15K

37% Receive food assistance

We want to share **HOPE** with the hopeless.

We are:

- **BUILDING UP** our community by investing in individuals who are experiencing hardships.
- **ESTABLISHING** a foundation built on awareness, education, love, & support.
- **SHARING WORK** and life skills that help graduates to gain employment & maintain stability.



Hungry, homeless, unemployed, alone, surviving or completely starting over, we are here for you.

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How We Do It

At *SERVING HOPE Inc.*, we teach culinary and workplace skills while focusing on building positive attitudes that instill behaviors that will improve our students lives both on and off the job. Our program is introduced to each student through mentoring, academics and practical studies; however, each student's success and continued advancement is solely in their control. Through the program we teach positive coping mechanisms, encourage accountability and positive thinking, and provide our candidates with access to mental and spiritual aid.



teach • work • love

Program Objective

Our Objectives are to:

SERVE as a Hand-Up to those in need by providing opportunities & guidance to build a better life.

ENCOURAGE students to invest and believe in themselves through mentorship.

TEACH job skills through 'hands-on' training while working with experienced professionals.

GIVE valuable lessons that help students responsibly maintain their finances, physical appearance, and mental state.

OFFER a curriculum that prepares students to successfully obtain their ServSafe certification.

AID students in securing gainful employment with community partners.

LOVE and support students while building a foundation for ongoing prosperity.

SPREAD awareness, increase contributions, and benefit more individuals and families.

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Our Program



HOPE HEALS

Feeding the Mind. Nourishing the Soul.

Hands-on employment and life skills program that trains students for careers in the food service and hospitality industry. Our program promotes healing through preparation, experience, certification, and employment.

The *HOPE HEALS* Program is designed to teach students useful culinary techniques, proper food storage, handling procedures, and life skills to build careers in food service and hospitality while maintaining a stable home environment.

Hands-On Training

Hands-on training gives real time experience in a functioning cafe, catering, and private event settings. Students are able to cross train in a variety of roles in each department granting them a greater set of skills. By working and training 'side by side', with professionals and trained staff, *Serving Hope, Inc.* can provide impactful and positive time management training. All students receive a stipend for work performed during 'hands-on' instruction in the café.

ServSafe Certification

Students are prepared through our program to acquire nationally recognized ServSafe certification. ServSafe is a food and beverage safety training and certificate program administered by the National Restaurant Association. *The program is accredited by ANSI and the Conference for Food Protection.*

This certification is recognized by more federal, state and local jurisdictions more than any other food safety certification and is valid for 5 years.

Job Placement

The skills and certification obtained from our program will aid graduates in finding gainful employment as well as build character. Upon completion of the *HOPE HEALS* program, we work closely with our students and local businesses in the restaurant and hospitality industry for job placement.

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Governing Board Member Responsibilities

Time Commitment

Board meetings are held the last Monday of each month for usually 2 hours, typically the meeting is Cyn-Shea's at 2:30 pm (the meetings will be scheduled to accommodate the majority of the board). In addition, each board member is expected to serve on a committee that would generally meet quarterly for 2 hours. Board members are also asked to attend special events throughout the year.

Typical Board Member Responsibilities

- **Ensure effective planning.** Boards must actively participate in an overall strategic planning process and assist in implementing and monitoring the plan's goals.
- **Ensure adequate financial resources.** One of the board's foremost responsibilities is to secure adequate on-going financial resources for the organization to fulfill its mission.
- **Protect assets and provide proper financial oversight.** The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
- **Enhance the organization's public standing.** The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.
- **Build a competent board.** All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.
- **Hire, support and evaluate the chief executive.** 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.
- **Ensure legal and ethical integrity.** The board is ultimately responsible for adherence to legal standards and ethical norms.



In partnering with SERVING HOPE Inc., as a governing board member, you can feel confident that your contribution will make a meaningful, lasting impact on our community and in the individual lives of many.

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Board Legal Duties

Duty of Care requires leaders to use reasonable care and good judgment in making their decisions on behalf of the interest of the organization.

Duty of Loyalty requires leaders to be faithful to the organization, avoiding conflicts of interest.

Duty of Obedience requires leaders to comply with governing documents (i.e. bylaws, article of inc., policies, etc.)

A successful governing board is achieved by attracting successful and quality business and community leaders? Do you see yourself in this positive image? If so, we might have the right seat for you!

WHY SERVE?

- **HAVE AN IMMEDIATE AND LASTING IMPACT**
- **GAIN EXPERTISE ON COMPLEX ISSUES**
- **BUILD VALUABLE NETWORKS AND RELATIONSHIPS**
- **GROW AS A LEADER THE ONLY WAY YOU CAN THROUGH EXPERIENCE**
- **COMMUNITY RECOGNITION**
- **CHANNEL CREATIVE ENERGY**

**THE NEED IS GREAT,
IF NOT YOU, WHO?**

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Governing Board Member Application and Questionnaire

Please complete entire form and submit to: Your contact, Cyn-Shea's 415 Church Street STE E5, Huntsville, AL 35801 or via email: Robin@servinghopeinc.org

All potential Board Members are required to complete an application and attend an interview prior to acceptance as a Board Member for Serving Hope, Inc. Each accepted Board Member will be provided with a training session/s, job description and resources needed prior to beginning their assignment. Serving Hope, Inc. reserves the right to decline a Board Member applicant for any reason at any time.

PERSONAL INFORMATION

Last Name: _____ First Name: _____ M.I. _____

Maiden Name (if applicable) _____ Birthdate / / Ethnicity: _____

Full Address: _____ City, State _____ Zip Code: _____

Home Phone() _____ Work Phone() _____ Cell Phone() _____

Email address: _____

Current place of work: _____

Current job position: _____

Please complete the following: How did you learn about the Serving Hope, Inc. board member position?

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Intern/Volunteer Fair | <input type="checkbox"/> Friend |
| <input type="checkbox"/> Current Intern/Volunteer | <input type="checkbox"/> School |
| <input type="checkbox"/> Church | <input type="checkbox"/> Radio/TV |
| <input type="checkbox"/> Place of Employment | <input type="checkbox"/> Other |
| <input type="checkbox"/> Serving Hope, Inc. Board Member (Name) _____ | |
| <input type="checkbox"/> Cyn-Shea's/Serving Hope, Inc. Employee (Name) _____ | |

EDUCATION AND/OR TRAINING

Please include information from college, and/or other educational training.

Institution Name	Area/Major	Years Studied
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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PREVIOUS VOLUNTEER EXPERIENCE

Please include information from your most current volunteer experiences (business, civic, community, fraternal, political, professional, recreational, religious, social).

Institution Name

Position Held

Dates

Please list notable achievements in your service to above organizations:

Have you served on other nonprofit organization boards? NO YES

If so, please list them and any offices/positions you held:

Organization

Office/Position

BOARD COMMITMENTS

How do you feel Serving Hope, Inc. would benefit from your involvement on the Board? What personal skill or strength of yours do you think would benefit our organization?

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What would you like to get for yourself out of your participation on the Board, e.g., what types of experiences, skills to develop, interests to cultivate for you, etc.?

Which of your skills would you like to utilize on the Board? Check those that apply:

- Board development Financial management Training
- Strategic planning Fundraising Marketing
- Staffing / HR Evaluation Volunteer management
- Program development Community networking Facilities management
- Special Events Grant Writing Program Evaluation
- Legal Advocacy Other Other

Other skill(s) of yours that you would like to utilize?

If you are accepted on the Board, you agree that you can provide at least 2-4 hours a month in attendance to Board and Committee meetings, and that you will participate in the planning and executing of Serving Hope, Inc. fundraisers and special events.

Your signature: _____ Date: _____

If you are not selected as a member of the Board, or if you decide not to join, would you like to be a volunteer to assist our organization in various ways that match your skills and interests?

- Yes No Perhaps

Thank you for applying

For Board Use Only

___ Nominee was referred by _____.

___ Nominee was mailed/given an application packet. Date _____

___ Nominee had a personal meeting with Director of Community Relations and Outreach. Date _____

___ Nominee had a personal meeting with chief executive, board chair, or other board member. Date _____

___ Nominee’s application was reviewed by the nominating committee. Date _____

___ Nominee was interviewed by the board. Date _____

Action taken by the board _____

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