



## Board of Directors Role Description & Application

Partnerships for Permanence  
445 Minnesota Street Suite 1500  
Saint Paul, MN 55101  
651-256-9557  
[www.partnershipsforpermanence.org](http://www.partnershipsforpermanence.org)  
[Info@partnershipsforpermanence.org](mailto:Info@partnershipsforpermanence.org)

If you have any questions, comments, or concerns about this document, please email P4P's CEO at: [info@partnershipsforpermanence.org](mailto:info@partnershipsforpermanence.org), or by phone at: (651) 256-9557. Your communications will be kept confidential.

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**Mission:** P4P is a 501(c)(3) non-profit organization made from years of former foster youth and adoptees coming together to fulfill our mission of raising awareness and actively working to improve the child welfare system. We do this:

- By only employing former foster and adoptive youth;
- By partnering adults with young people in our work;
- By facilitating child welfare trainings for youth, professionals, and families; and
- By teaching adult professionals how to better advocate for young people through skills-building workshops.

**Responsibilities:** Members of Partnerships for Permanence ("P4P")'s Board of Directors ("the Board") are responsible for following the expectations and using the powers set forth in P4P's Bylaws and Board Policies, including:

- Working closely with the Founder and CEO to ensure that P4P is meeting its mission.
- Controlling the management of affairs and property of P4P;
- Voting on all decisions requiring majority approval;
- Connecting P4P to outside entities and resources;
- Representing P4P in the wider community;
- Evaluating P4P's ongoing programs;
- Helping meet P4P's fundraising goals; and

**Requirements:** If you are interested in joining the Board, you must, at a minimum, be able:

- To commit to at least three years serving on P4P's Board of Directors;
- To attend quarterly Board meetings, an average of 5 hours per month attending events, committee and board meetings (virtual meetings may be arranged in advance); and
- To support P4P by making a monthly or yearly financial contribution based on an amount that feels most convenient to the board member.

P4P is actively searching for professionals with experience in: grant writing, accounting/finance, fundraising, marketing and advertising, public relations, legal services, and administrative and legislative functions. Although P4P thoughtfully considers all candidates interested in joining the Board, because P4P emphasizes diversity of thought, we are more likely to consider you for the Board of Directors Role if you do not:

- Share a similar background;
- Possess similar knowledge; or
- Demonstrate similar expertise with a current Board member.

Because of this, it is strongly suggested that you visit our website at: <https://www.partnershipsforpermanence.org/board-of-directors> to learn more about our current members, so you may better assess whether or not you are bringing something different to the table.

**Application:** Persons interested in the Board of Directors Role should send a completed Board of Directors Role Description and Application, Cover Letter, and Resume by email to: [info@partnershipsforpermanence.org](mailto:info@partnershipsforpermanence.org), with the subject line titled, “Board of Directors.”

**Process:** Once we have received your emailed materials, we will package and distribute them to the Board, who is responsible for reviewing them as identified in Article IV, § 3 of P4P’s Bylaws and Board Policies:

Upon receipt of a candidate’s membership application, each member shall have the power to approve or deny said candidate. A candidate only becomes a new member in the event of majority approval by the Board.<sup>1</sup> No decision on new memberships of the Board shall be made unless every member of the Board has cast and had their vote counted. The Board shall also have the authority to establish and define non-voting categories of membership where necessary by unanimous approval.

You should be aware that Board members are legally bound to this process and do not deviate from it. As such, it may be several weeks before the Board has had an opportunity to discuss your materials and cast their vote. You are nonetheless encouraged to touch base for updates on this process if desired.

By signing below, I acknowledge receipt of this document and understand the expectations outlined and explained above:

Candidate’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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<sup>1</sup> “The new member of the Board shall immediately enter the performance of their duties and shall continue in office until their successors are duly elected and qualified or said member(s) resign(s) or is/are removed pursuant to Article IV, § 6.” *Bylaws and Board Policies*, Article IV, § 3, 2 n.4 (2018).

## Partnerships for Permanence Board of Directors Application

If you have any questions, comments, or concerns about this application form, please email P4P's CEO at: [info@partnershipsforpermanence.org](mailto:info@partnershipsforpermanence.org), or by phone at: (651) 256-9557. Your questions will be kept confidential.

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**Name:**

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First Name

Last Name

**Address:**

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Address 1

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Address 2

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City

State

Zip Code

**Contact Information:**

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Phone

Email

Preference

**Have you ever been convicted of a felony for violence, dishonesty, or theft?** (circle one)

Yes

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No

**If selected to be an Event Volunteer, are you willing to submit to a background check?**

Yes

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No

**Education:**

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Name of High School

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City

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Start Date

End Date

**Did you graduate?** (circle one)

Yes

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No

**Education #2:**

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Name of Post Secondary

---

City

---

Start Date

End Date

**Did you graduate?** (circle one)

Yes

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No

**Education #3:**

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Name of Graduate School

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City

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Start Date

End Date

**Did you graduate?** (circle one)

Yes

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No

**Work Experience:**

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Current Position's Title

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Current Employer's Name

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Date Started / Date Ended

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Current Position's Responsibilities

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Current Employer's Address

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Current Employer's Phone Number

**May we contact this employer?** (circle one)

Yes | No

**Work Experience #2:**

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Last Position's Title

---

Last Employer's Name

---

Date Started / Date Ended

---

Last Position's Responsibilities

---

Last Employer's Address

---

Last Employer's Phone Number

**May we contact this employer?** (circle one)

Yes | No

**Volunteer Experience:**

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Current Position's Title

---

Current Organization's Name

---

Current Organization's Address

---

Current Position's Responsibilities

---

Current Organization's Phone Number

**May we contact this organization?** (circle one)

Yes

|

No

**Volunteer Experience #2:**

---

Last Position's Title

---

Last Organization's Name

---

Last Organization's Address

---

Last Position's Responsibilities

---

Last Organization's Phone Number

**May we contact this organization?** (circle one)

Yes

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No

**Reference #1:**

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Name of Personal Reference

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Relationship to Personal Reference

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Phone Number of Personal Reference

**May we contact this reference?** (circle one)

Yes

|

No

**Reference #2:**

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Name of Professional Reference

---

Relationship to Professional Reference

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Phone Number of Professional Reference

**May we contact this reference?** (circle one)

Yes

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No

**Why are you interested in becoming a Board of Directors Members with Partnerships for Permanence?**

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**What specific skills or expertise can you contribute to Partnerships for Permanence work?**

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**What are 3-5 professional goals you have for yourself as a Partnerships for Permanence Board of Directors Member?**

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**Describe in detail how you intend to utilize your skills and expertise to elevate Partnerships for Permanence's mission and vision.**

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**By signing below, I certify that all of the information provided above is true to the best of my knowledge. I acknowledge that I prepared or had someone else legally prepare this document for me at my direction. I further acknowledge and understand that as a volunteer board member, I will not be paid for the services I provide to Partnerships for Permanence.**

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_