



## BOARD APPLICATION



**UNITED CEREBRAL PALSY ASSOCIATION OF  
METROPOLITAN DETROIT  
Board Application**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: ☐ Wayne ☐ Oakland ☐ Macomb ☐ Other

Home Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employment  
Status: ☐ Employed ☐ Unemployed ☐ Retired

Name of Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Preferred Mailing Address ☐ Home ☐ Office

**DEMOGRAPHICS** (The following information is used strictly for statistical reporting requirements and to allow UCP to monitor its efforts to be inclusive of people from diverse backgrounds. UCP/Detroit does not discriminate on the basis of race, ethnicity, religion, disability, gender or age. We do, however, have an affirmative action policy that encourages participation from people from diverse backgrounds.)

Ethnicity: ☐ African American ☐ Caucasian ☐ Hispanic/Latino ☐ Native American  
☐ Asian ☐ Arab/Chaldean ☐ Multi-Ethnic ☐ Other

Gender: ☐ Male ☐ Female

Disability Status: ☐ Developmentally Disabled ☐ Disabled, Not DD ☐ Not Disabled

Does a member of your family have a disability? ☐ Yes ☐ No

If yes, please indicate the nature of the disability and age of onset.

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The highest educational level you've attained:

Have you ever served on a board?

☐ Yes

☐ No

Are you currently a member of any other board?

☐ Yes

☐ No

If yes, please indicate organization(s) and committee(s) you are serving on.

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Why are you interested in serving on the UCP Board?

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The Typical board member volunteers **(45-50)** hours of service per year, can you meet the time requirements?

☐ Yes

☐ No

Breakdown of hours:

- Attend board meetings **(6)** per year
- Actively serve on at least one committee, **(3-5)** meetings per year
- Attend additional functions; board orientation; annual meeting and special events

As a board member would you be willing to financially support UCP?

☐ Yes

☐ No

Can you make a three year commitment to board service?

☐ Yes

☐ No

***Have you read and do you understand the attached documents regarding what a prospective board member should know before joining a Board of Directors and the ten basic responsibilities of a board member?***

☐ Yes

☐ No

What areas do you have interest in serving? (Check all that apply)

**AREA OF INTEREST**

**INTEREST IN SERVING**

Program Services Committee ☐

Development/Marketing Committee ☐

Finance Committee ☐

Governmental Relations Committee ☐

Nominating Bylaws Committee ☐

Personnel Committee ☐

☐ Other \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## TEN BASIC RESPONSIBILITIES OF NONPROFIT BOARDS

1. 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 organization's goals, means, and primary constituents served.
2. 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.
3. Provide proper financial oversight. The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
4. Ensure adequate legal and ethical integrity and maintain accountability. One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission.
5. Ensure legal and ethical integrity and maintain accountability. The board is ultimately responsible for ensuring adherence to legal standards and ethical norms.
6. Ensure effective organizational planning. Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
7. Recruit and orient 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.
8. 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.
9. Determine monitor, and strengthen the organization's program are consistent with the organization's mission and to monitor their effectiveness.
10. 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.

**Please return application to:**

United Cerebral Palsy of Metropolitan Detroit  
23077 Greenfield Rd., Suite 205  
Southfield, MI 48075-3745

Phone: 248-557-5070

Fax: 248-557-0224

E-mail: [main@ucpdetroit.org](mailto:main@ucpdetroit.org)