**Nominee** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First MI Last

# Residence

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street City State Zip

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employer/School**

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

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

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Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of business/area of study\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary service(s) and area/population served \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please list boards and committees that you serve on, or have served on** (business, civic, community, fraternal, political, professional, recreational, religious, social).

Organization Role/Title Dates of Service

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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## I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read the Functions and Responsibilities of Melvin Henry Center’s Board of Directors, along with the Duties of the Board Secretary, and would like to be considered for appointment.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

Preferred method of contact ( ) Work ( ) Residence

**Please submit the entire Nomination Form by fax or email for consideration as a Member of Melvin Henry Center’s Board of Directors**

**Email:** [communityoutreach@melvinhenry.org](mailto:communityoutreach@melvinhenry.org)

**Fax:** 304-821-2030

**Duties of the Executive Secretary**

**Mission and Purpose:** Melvin Henry Center is a 501 (C) (3) public charity whose mission is to provide accredited occupational programming for veterans and local employers, energy conservation and weatherization services to low income families, and small business initiatives for all adults and senior citizens. The Melvin Henry Center operates exclusively for the creation of charitable, educational, and scientific initiatives in accordance with 1) American National Standards Institute (ANSI); 2) National Center for Educational Research (NCCER); and 3) Interstate Renewable Energies Commission (IREC).

**The Duties of the Executive Secretary**

* Overseeing the taking of minutes at all Board of Directors meetings
* Overseeing the distributing general announcements, meeting agendas, and associated advertising
* Overseeing the keeping, reporting, and public distribution of all required Committee, Board, and Council records and actions
* Utilize Roberts Rules of Order, or its equivalent, as a guide for Board, Committee, and Council reports
* Reviewing and approving all information on advertising and applications submitted by all Melvin Henry Center Committees and Councils
* Monitoring the effectiveness of Melvin Henry Center’s policies and procedures for submitting and approving all Memo’s of Understanding, Industry Partnerships, and contracts
* Provide a capacity to contribute to the success of projects and programs under the charge of the Executive Director of Program and Staff Development

**Functions for Members of the Board of Directors**

* Serving as stewards of Melvin Henry Centers Mission
* Serving as liaisons for all communities served by Melvin Henry Center’s urban development and community outreach councils and/or committees
* Serving as advocates for the community’s access to free home school supplemental instruction and alternative energies laboratories
* Serving as advisors to the Executive Committee for the establishment of minimum job requirements and associated knowledge, skills, and abilities for Melvin Henry Center volunteers, employees, and associated participants of all committees and councils
* Serving as advocates for the resources necessary to implement community based scholarships for American Veterans and all adults
* Providing capacities for contributing to the licensing and Certification of Melvin Henry Center’s projects, programs, and facilities
* Providing capacities for contributing the management of programs and projects necessary for Melvin Henry Center to serve the individualized educational needs of students, the training needs of energy and construction companies, and/or local entrepreneurs

**Responsibilities for Members of the Board of Directors**

* Read and understand Melvin Henry Center organizational documents
* Maintain Melvin Henry Center’s status as a 501 (C) (3) Public Charity
* Oversee the development and implementation of policies and procedures that strengthen the sustainability of Melvin Henry Center’s Mission

**Responsibilities for Members of the Board of Directors (cont)**

* Develop capacities for improving Melvin Henry Center’s identification, development, nurturing, and monitoring of resources necessary for all participants in the Melvin Henry Center Mission to fulfill their roles, responsibilities, and duties
* Provide a written self assessment to Board Chair for consideration and inclusion on Melvin Henry Center’s Annual Self Assessment
* Submit to the Governance Council the policies and procedures necessary for the ethical maintenance of fiscal policies and procedures
* Defer the daily operations of Melvin Henry Center fundraising and training initiatives to the tenured Executive Director and review his/her performance
* Submit nominations to for Melvin Henry Center’s Foundation Committee, Board of Directors and Executive Committee vacancies to the Foundation Committee, Governance Council, and Executive Committee

**Meetings and Time Commitments**

The time and place of the Board of Directors meetings will be set forth by the Board Chair and shall occur 3 times a year and during the months of February, May, and November. The Board Chair shall preside at regularly scheduled meetings and may designate his/her replacement in the following order: Vice-Chair, Secretary, Treasurer, and the Executive Director. The Board of Directors shall utilize Roberts Rules of Order, or its equivalent, as a guide for conducting regularly scheduled Board of Directors meetings.

**Length of term:** Members of the Board of Directors may serve for 2 consecutive 2 year terms. Nominees must be presented to the Board of Directors by the Executive Committee before August 31.

## I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read the Functions and Responsibilities of Melvin Henry Center’s Board of Directors, along with the Duties of Executive Secretary, and would like to be considered for appointment.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**For more information:**

**Visit our website**, [www.melvinhenry.org](http://www.melvinhenry.org)

**Like us on Facebook** <https://www.facebook.com/MelvinHenryCenter>

**Contact:**

**Walter Zimmerman; Founding Manager, Executive Director**

**Melvin Henry Center for Alternative Energies and Small Business Studies**

**6872 Winchester Ave., Suite 2**

**Inwood, WV 25428**

**Cell: 301.807.5464**

**Fax: 304.821.2030**