**Prospective Board Member Application**

**Date:**

**Candidate Name (First Middle Last):**

**Mailing Address:**

**City:**      **State:**       **Zip:**

**Home/Cell Phone:**       **Email:**

**Current Employer:**       **Work Phone:**

The mission of Rimrock Trails Treatment Services (a 501c3 nonprofit) is to provide comprehensive substance use and mental health treatment services; individually designed to help adolescents, young adults and families achieve their fullest potential and build a path to a brighter future.Our Vision is to demonstrate excellence in the delivery of outcome driven behavioral health treatment for youth and families in Central Oregon.

The purpose of this application is to enable the current Board of Directors to make appropriate selection of Board Members for service to Rimrock Trails and the young people and families of the Central Oregon Community.

Applicants are encouraged to include a resume and references. Please email this completed and signed application to [BoardofDirectors@rimrocktrails.org](mailto:BoardofDirectors@rimrocktrails.org) or mail or return in person to 1333 NW 9th St. Prineville, OR 97754

**Rimrock Trails Board of Director Roles:**

* ***Legal and fiduciary****.* The board is responsible for ensuring that the organization meets legal requirements and that it is operating in accordance with its mission and for the purpose for which it was granted tax-exemption.
* ***Oversight****.* The board is responsible for ensuring that the organization is well run and ensure effective organizational planning. As stewards of an organization, boards must actively participate with the staff in an overall planning process and assist in implementing the plan's goals.
* ***Select and support the Executive Director and assess his/her performance.***   
  The board should ensure that the Executive Director (ED) has the moral and professional support he or she needs to further the goals of the organization. The ED in partnership with the entire board, should decide upon a periodic evaluation of the ED’s performance. It is, however, important that the board not get involved in management issues, including staff management. The board should simply advise the ED in personnel matters, when requested by the ED. The ED has ultimate responsibility for managing the staff.
* ***Ensure adequate resources****.* As part of their fiduciary responsibility, one of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission. The board should work in partnership with the Executive Director and development staff, if any, to raise funds from the community.
* ***Ensure resources are managed effectively.***   
  The board, in order to remain accountable to its donors, the public, and to safeguard its tax-exempt status, must approve the annual budget and ensuring that proper financial controls are in place.
* ***Representation of constituencies and viewpoints****.* Board members are chosen so that they can bring to the board the experience or perspective of a particular group or segment of the organization's constituency and share his/her skills and expertise.
* ***Enhance the organizations public standing.***   
  An organization's primary link to the community, including constituents, the public, and the media, is the board. Clearly articulating the organization's mission, accomplishments, and goals to the public, as well as garnering support from important members of the community, are important elements of a comprehensive public relations strategy.
* ***Monitor and strengthen the organization’s programs and services.***   
  The board's role in this area is to determine which programs are the most consistent with an organization's mission, and to monitor their effectiveness.
* ***Ensure legal and ethical integrity and maintain accountability.***   
  The board is ultimately responsible for ensuring adherence to legal standards and ethical norms. Solid personnel policies, grievance procedures, and a clear delegation to the Executive Director of hiring and managing employees will help ensure proper decorum in this area. The board must establish pertinent policies, and adhere to provisions of the organization's bylaws and articles of incorporation.
* ***Recruit and orient new board members and assess board performance.***   
  All boards have a responsibility to articulate and make known their needs in terms of member experience, skills, and many other considerations that define a "balanced" board composition. Boards must also orient new board members to their responsibilities and the organization's history, needs, and challenges. By evaluating its performance in fulfilling its responsibilities, the board can recognize its achievement and reach consensus on which areas need to be improved.

**Rimrock Trails Board of Director Expectations:**

* Support the Mission Statement of Rimrock Trails.
* Attend regularly scheduled board meetings and activities.
* Work as a part of a cohesive team with common goals.
* Respect and support the majority decisions of the Board.
* Participate actively in Board meetings, actions, fundraisers and public events as necessary.
* Actively engage as an ambassador for the organization to enhance the agencies public image and garner support from important members of the community and donor relationships.
* Have no more than three (3) consecutive unexcused absences from board meetings and/or activities.
* Represent all those whom this organization serves and not a particular geographic area or interest group.
* Declare conflicts of interest as it pertains to your position on the Board and abstain from voting when appropriate.
* Any other duties as outlined in the Board of Directors job description which may be changed from time to time.

1. Relevant Experience and/or Employment: Please attach resume.(Please include three *Professional* references)
2. Please check area(s) of expertise/contribution you feel you can make to further the mission of Rimrock Trails.

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| --- | --- |
| Ability to lead  Access to foundations/ corporations/philanthropists  Community Service  Comfortable public speaking  Contacts with professional & service organizations  Creativity  Event planning  Education / Instruction  Financial management/accounting expertise  Fundraising ability  Grant-writing expertise  Legal expertise  Long-range planning skills  Marketing skills  Media contacts | Nonprofit Experience  Online savvy/Social Media  Organization skills  Political contacts  Policy/process development  Self-starter  Strategic Planning  Strong communication skills (written / verbal)  Program Evaluation  Personnel / Human Resources  Policy Development  Public Relations  Youth Programs / Events  Youth Outreach / Advocacy  Any other values that would be beneficial to Rimrock Trails |

\*Please answer the following questions. If necessary, use a separate sheet of paper if not completing this form electronically.

1. What interests you in serving as a Board member for Rimrock Trails?
2. How do you believe Rimrock Trails would benefit from your involvement on the Board?
3. This BOD meets regularly on a monthly basis. Typically the Board meets on the fourth Thursday of each month from 9:30am –11:00am and occasionally for additional meetings as special circumstances arise. The meetings rarely last more than 1 1/2 hours. We have the capacity to allow participation electronically. Can we depend on you to participate in most meetings?
4. What other volunteer activities, boards and/or committees do you participate in?
5. Do you have areas of your life that you see as potential conflicts of interest? Please explain.
6. Please share any other information you think is important for consideration of your application to serve as a Rimrock Trails Board Member.

\*Please review and respond to the following questions regarding board member eligibility by our State governing and licensing bodies:

* Are you aware of any information about yourself, which might tend to reflect unfavorably on your reputation, morals, character or ability as a board member for Rimrock Trails?

Yes  No If yes please explain.

* Have you ever been convicted of a felony or been found guilty of any crime under federal, state, or foreign law?

Yes  No If yes please explain:

* In the last 3 years have you been convicted of a Driving under the Influence Offense?

Yes  No

* In the previous five years, have you filed for bankruptcy?

Yes  No

* In the previous 10 years have you had any disciplinary action or been under investigation by a licensing or accrediting body?

Yes  No If yes please explain:

* Our State governing and licensing bodies require board members meet the following criteria:

\*Please check all that apply

The ability to direct the work of staff.

No history of conduct indicating it may be unsafe to allow the individual to supervise the care of children.

Health sufficient to carry out the duties of the position.

Good moral character, including honesty, fairness, and respect for the rights of others.

Approval from the State Department's Background Check Unit as required in Oregon Administrative Rules.

We thank you again for your interest. The Board will review your application at the next meeting. If selected as a candidate, the Board will contact you for a face to face interview. We look forward to meeting you!

**DRUG AND ALCOHOL FREE WORKPLACE**

Individuals have the right to work in a drug and alcohol free environment and to work with persons free from the effects of drug or alcohol abuse. Individuals who abuse drugs or alcohol are a danger to themselves, our clients and to others. Rimrock Trails is committed to maintaining a safe and healthy workforce, free from the influence of substance use, misuse and abuse. This policy applies to agency employees; which includes contractors, volunteers, and board members/directors.

The use of mind altering substances, including the abuse of alcohol by employees on or off duty significantly increases risks to the agency and the services we provide. In addition, substance use on or off duty tends to make employees less productive, less motivated, less attentive, less reliable, and prone to greater absenteeism and injury; all of which can jeopardize the core functioning of our agency in terms of potential costs, delay and risks in providing services for youth in our care and supervision. Ultimately, employee substance use threatens the agency’s ability to safely and effectively provide services to youth and families.

This agency does not tolerate any use of illegal or mind altering substances that will imperil the health and well-being of employees or threaten our services to youth and families. Any employee engaging in the sale, purchase, transfer, possession, or use of illegal substances on or off-the-job which could jeopardize the safety of other employees, clients, the public, or the organization is subject to disciplinary action, most likely including termination. Rimrock Trails may bring the matter to the attention of appropriate law enforcement authorities.

Federally Controlled Substances/Marijuana:

The use, manufacturing, distribution or sale of marijuana is against Federal Law. Congress has determined that marijuana is a dangerous drug with no proven medical benefit. The illegal distribution and sale of marijuana is a serious crime. No State can authorize violations of Federal law. **Rimrock Trails is licensed by the Oregon Health Authority and receives Federal dollars to provide services to individuals with substance use disorders. The Oregon Health Authority requires compliance with the Drug Free Workplace Act of 1988 when Federal dollars are being received. Therefore, the use of any illegal substances, including marijuana (medical or recreational) during employment at Rimrock Trails Treatment Services is prohibited by Federal Drug Free Workplace Laws.** As a provider receiving Federal dollars we are permitted by law to set a policy concerning marijuana use and drug screening as we see fit.

Recovering Individuals: In accordance with Oregon Administrative Rules, for individuals recovering from a substance use related disorder: Any applicant, employee, board member, volunteer, contractor or person hired must be able to demonstrate documented continuous sobriety under nonresidential, independent living conditions for the immediate past two years.

Prescription Medications:

Any employee who is prescribed or using prescription medications such as opiate, barbiturates, marijuana, benzodiazepines, or over-the-counter drugs that may impair the employee’s ability to safely perform the job or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work.

Drug related offenses including DUII:

Employees must notify administration immediately of any criminal drug statute arrest or conviction. Criminal convictions resulting in incarceration and/or the suspension or revocation of a job-required driver's license will be subject to disciplinary action, up to and including termination.

Criminal related offenses include, possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance; driving a vehicle while under the influence of alcohol, illegal or controlled substances; distribution, sale, or purchase of an illegal or controlled substance. We define “under the influence” as having any detectable level of alcohol or drugs in an employee’s body, or any noticeable or perceptible impairment of the employee’s mental or physical functioning. We define “controlled substance” as all controlled substances listed on the Federal Controlled Substance Act, to include marijuana and all drugs not approved for use by the US Food and Drug Administration.

In order to enforce this policy and ensure the safety of others, Rimrock Trails reserves the right to conduct searches of company property or individuals and/or their personal property, require urine or oral drug screens, and implement other measures necessary to deter and detect abuse of this policy.

**Your signature indicates your consent and understanding that part of the hiring process for employment with Rimrock Trails includes testing for both alcohol and controlled substances. You further understand that to complete the application process, and assure continued employment, you must participate, when requested, in this testing. You consent to urinalysis or oral fluid testing and recognize that the results of an analysis of this testing will be provided to Rimrock Trails and will be used to determine your suitability for employment/continued employment. You indemnify and hold harmless any person or entity from all liability for any damage whatsoever for issuing this information.**

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

**CONFIDENTIALITY**

**Each employee is responsible for safeguarding confidential information of clients obtained during employment.**

In the course of your work, you may have access to confidential information regarding Rimrock Trails, its suppliers, its clients, or perhaps even fellow employees. The Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, resulted in the establishment of HIPAA Privacy Rule in December of 2000. The HIPAA Privacy Rule 42 CFR is a federal rule designed to protect individuals’ medical records and other personal health information. This federal law provides further requirements and restrictions in addition to the confidentiality provisions set out in the confidentiality policy

**Your signature indicates your understanding that as part of your employment, federal regulations regarding confidentiality of client’s protected health information are applicable to you. You further understand that you are personally liable under the Federal Confidentiality Regulations for any unauthorized disclosure and subject to penalties for doing so.**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_**

**BACKGROUND CHECKS**

Rimrock Trails is licensed by the State of Oregon to provide drug and alcohol treatment services to youth ages 12-17. As a policy we complete criminal background checks on all applicants prior to employment and at other times during employment as necessary. This may include but is not limited to an Oregon criminal records check, a national criminal records check through the use of fingerprint cards and other state-specific criminal records check. The purpose of these policies is to provide screening for individuals to determine if they have a history of criminal or abusive behavior such as that they should not be allowed to work, volunteer, or be employed by Rimrock Trails. Records are evaluated by the Oregon Department of Human Services on behalf of the agency for potentially disqualifying conditions when conducting fitness determination. Depending on the position applied for background information might include your driving record and your credit report.

**Your signature authorizes Rimrock Trails to perform background checks as required for the position applied for. Furthermore, your signature indicates your understanding that the information obtained from the background checks will be used to determine your eligibility and consideration for employment. You indemnify and hold harmless any person or entity from all liability for any damage whatsoever for issuing this information.**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_**

**In accordance with State Law and the policy of Rimrock Trails; the following would make an applicant ineligible for employment, volunteer or a member of the board of directors at Rimrock Trails:**

1. Within the previous three years you have been convicted of:
   * Any crime or violation under ORS chapter 475 including but not limited to the Uniform Controlled Substances
   * Act or under ORS 813.010 driving under the influence of intoxicants;
   * A substantially similar crime or violation in any other state; or
   * Any felony
2. Within the past three years you have entered into a diversion agreement under ORS 813.010 or 135.907 through 135.921 or a diversion agreement under a substantially similar law in any other state.
3. An invalid Oregon driver’s license and/or a driving record that precludes insurability by our insurance carrier.
4. Recovering Individuals: For an individual recovering from a substance use related disorder: Any applicant or person hired must be able to demonstrate documented continuous sobriety under nonresidential, independent living conditions for the immediate past two years.
5. Failure to pass a Department of Human Services criminal background check.
6. Failure to pass a Urine Analysis or Oral Fluid drug screen.

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**For Board Use**

Nominee had interview w/ Executive Director, Board President, or other board member. Date \_\_\_\_\_\_

Nominee reviewed by the committee. Date \_\_\_\_\_\_

Nominee attended a board meeting. Date \_\_\_\_\_\_ Board Action: Rejected  Elected