

Board Member Commitment Letter



I, _____, agree to serve as a member of the Board of Directors of Northeast Dinner Bell, Inc. I understand that my term of office extends for 4 years ending on _____.

As a member of the Board of Directors, I agree to:

- Abide by the Bylaws and Constitution of NE Dinner Bell, Inc.;
- Attend all meetings of the Board, including special meetings and events, unless excused by President;
- Attend MCN Board Boot Camp within 3 months of election to Board;
- Respond to all Board emails, telephone calls and communications;
- Avoid any conflict of interest or appearance of conflict;
- Read and understand MCN's Board Policy and Procedures booklet, Robert's Rules of Order (abbreviated version), and Bylaws by first Board meeting;
- Participate in short- and long-range planning activities;
- Ensure effective fiscal controls and accountability;
- Ensure Dinner Bell, Inc. meets all legal and corporate requirements;
- Participate in one or more committees;
- Be an active member of our fundraising efforts;
- Ensure that the Board actively recruits, orients and retains new members;
- Identify personal goals for Board service, and participate in annual assessment of Board performance; And
- Mentor one new Board member during term.

I agree that if at any time I am unable to fulfill the commitments of a member of the Board of Directors of Dinner Bell, Inc., I will give appropriate notice of resignation to the President of the Board.

Signature _____ Date _____

• Revised: September 12, 2008



NE Dinner Bell, Inc.
Application for nomination to
the Board of Directors

Name: _____

Home phone: _____

Work phone: _____ FAX: _____

Cell phone: _____

Email: _____

Street Address: _____

City: _____ Zip: _____

Please indicate your experience in the following areas as “very experienced”, “some experience” or “no experience.” Please also indicate if you are interested in gaining experience in an area by placing an asterisk by the column.

Board development (recruitment, training, evaluation): _____

Recruiting, hiring and evaluating personnel: _____

Recruiting and managing volunteers: _____

Fundraising: _____

Financial management and control (budgeting, accounting): _____

Public relations, writing/journalism: _____

Program planning and evaluation: _____

Public speaking: _____

Organizational development: _____

Information Technology: _____

Special events planning: _____

Law: _____

Any other areas not listed: _____

1.) Previous board affiliations: _____

2.) How did you find out about this Board opportunity? _____

3.) Have you volunteered for any Meals on Wheels program in the past? _____

4.) Why are you interested in being a member of the NE Dinner Bell Board?

5.) Would you be interested in being an officer on the board? Yes _____ No _____

Please provide us with two references that we may contact.

Reference Name: _____ Phone #: _____

Relationship to you: _____

Reference Name: _____ Phone #: _____

Relationship to you: _____

Applicant's signature _____

Date: _____

If you have a résumé, please attach. Completed applications may be mailed, faxed, or emailed to:

Eileen Hafften, NE Dinner Bell, Inc.
2511 Taylor Street NE
Minneapolis, MN. 55418
FAX (612) 789-5210
nemealsonwheels@msn.com