



## Arizona List Board Membership Questionnaire

Thank you for your commitment to getting qualified, pro-choice Democratic women elected in Arizona. Your interest in becoming a board member for Arizona List is appreciated. Please complete this application and attach a resume. Leave anything blank that you do not wish to disclose.

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone (including area code): \_\_\_\_\_

Name of Business or Employer: \_\_\_\_\_

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

Business Phone (including area code): \_\_\_\_\_

Cell Phone (including area code): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Please indicate your preferred contact information (home/cell/work/e-mail)

\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the attached list of Board Member responsibilities and agree to serve on the Board of Directors from

\_\_\_\_\_ (Start Date) to \_\_\_\_\_ (End Date).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





Please comment on why you want to become involved with Arizona List board of directors.

Please describe your background (educational, work, personal, political).

What is your current occupation and/or profession:

What do you feel are your talents/abilities that you will offer Arizona List?

Other comments or information you consider relevant:

Are you willing to contact individuals for membership and sponsorship?

Will you personally commit financially to Arizona List?





## Arizona List - Board of Directors Responsibilities

**Overview: Board members own the organization. They are the final policy makers and they employ the staff. They are selected because of their commitment to the organization and long-term vision.**

### Board Responsibilities

- Maintain accountability and financial oversight and closely monitor the organization’s expense and income to make certain that all of the organization’s resources are used wisely – includes approval of annual budget and PAC contributions to candidates.
- Provide long range and short term strategic planning.
- Set organizational policy, review and evaluate plans to ensure that programs are always in keeping with the mission statement.
- Set and review personnel policy -- hire, evaluate and when necessary, fire staff.
- Monitor and evaluate the effectiveness of committees through annual review and create more committees as necessary.
- Responsible for the continued funding and financial health of the organization – Board members own the organization and must take the lead role in fundraising.
- Maintain Super-PAC status.
- Ensure organizational continuity by continuing to develop leadership within both Board and staff and maintaining a mix of old and new personnel on the Board.

### Board Members:

- Attend quarterly Board meetings in person or electronically.
- Serve on at least one committee in addition to the fundraising committee, and actively participate in AZ List activities.
- Contribute financially to Arizona List at the \$1,000 level or solicit \$1,500 in donations.
- Attend annual board retreat if scheduled.
- Mentor endorsed candidates of Arizona List.
- Prepare for and participate in the discussions and the deliberations of the Board.
- Seek nominations for election to the Board when appropriate.
- Aware of and abstain from any conflicts of interest.

### Chair:

- Provides leadership and direction to the Board
- Oversees activities of the Political Director, other paid employees, and interns
- Conducts strategic plan development
- Oversees preparation of annual budget
- Has signing authority on behalf of the Board for financial matters along with the Treasurer

### Vice-Chair (Chair Elect):

- Fills Chair position in the absence of the Chair at Board meetings
- Works with Chair and supports PD in fulfillment of program
- Maintains task list and follow up with board members on each task
- Shadows Chair to eventually take over the position of Chair

### Treasurer:

- Reviews financial documents – must have ability to read/understand/interpret financial statements for Board members
- Has signing authority on behalf of the Board for financial matters along with the Chair
- Oversees preparation of reports for board meetings on financial status
- Files campaign finance reports in all applicable jurisdictions for the PAC
- Oversees filing of annual US and AZ income tax reports for corporation
- Complies with all necessary reporting for the AZ Corporation Commission

### Secretary:

- Administration support
- Reviews/monitors and verifies accuracy of the meetings’ minutes
- Maintains official documents of AZ List





## Board Committees

### Board Development Committee

Ensures organizational continuity and success by recruiting and orienting candidates for Board membership, by supporting Board members and by evaluating Board participation.

#### Responsibilities:

- Develop a list of potential Board prospects
- Conduct recruitment meeting for prospects
- Nominate successful candidates to the Board
- Conduct orientation program for new Board members

### Finance Committee

AZ List must develop and implement a long-term fundraising strategy that keeps the 527 fiscally sound and ensures that the PAC has adequate finances to meet the needs of candidate endorsement.

#### Responsibilities:

- Work on creative fundraising events to increase membership and raise money.
- Cultivate major donors who can fund the 527.
- Oversees committees, hosts, and makes sure annual luncheon meets financial goals.
- Directs and implements membership appeals.
- Responsible for insuring that the annual fundraising goals of the Board are met.

### Political Strategy/Recruitment Committee

The Political Strategy Committee works to engage the local community in identifying open seats in city and county elections, boards and other opportunities open to potential AZ List-endorsed candidates.

#### Responsibilities:

- Strategize with community leaders about how to scout for up and coming women who could be candidates in current and future seats.
- Responsible for maintaining current statistics on women in elected office.
- Cultivates local elected officials and their staff for further community investment in the AZ List and its members.
- Tracks progress of endorsed candidates and their future political progress
- Establishes the AZ List policy on former endorsed candidates running their own campaigns.

#### Responsibilities:

- Select candidates that meet Arizona List requirements and sign affidavit stating views on Choice.
- Developing a strategy for recruiting and selecting diverse applicants to become AZ List endorsed candidates.
- Direct broad outreach through networking with industry, government and personal contacts.

### Endorsement Committee

Ensures that all endorsed women candidates meet our pro-choice criteria.

#### Responsibilities:

- Determines and coordinates the process for application intake and reading.
- Make sure candidate endorsement questionnaires are sent in a timely fashion.
- Evaluates criteria for selecting candidates to interview.
- Set up personal interviews with candidates when necessary.
- Review Choice voting record of all previously endorsed candidates to make sure they continue to meet the issue of Arizona List.

### Marketing & Communications Committee

To develop and implement a comprehensive, year-round communications/public relations program that informs the media and community about the mission, activities, candidates, issues, and needs of Arizona List.

#### Responsibilities:

- Writes, distributes, and follows up on press releases regarding the activities of our endorsed candidates and elected officials.
  - Submit editorial articles supporting our mission or supporting our elected and endorsed candidates.
  - Helps develop and train our elected officials to create their own public relations strategies to ensure better constituent communication.
  - Updates website.
  - Markets all special events.
  - Helps to profile AZ List women in local media outlets.
  - Sends elected officials announcements of Arizona List endorsed candidates.
  - Works on branding of AZ List.
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