



**It's the Journey, Inc.  
Application for the Board of Directors**

Please complete this form and fax or mail to:

It's The Journey, Inc.  
180 Allen Road, Suite 201 South  
Atlanta, GA 30328  
FAX: 404.531.9111

**All completed forms are due to It's The Journey, Inc. by 5:00 pm Friday, December 5, 2008  
to be considered for a board position.**

**General Information**

Name _____	Home Phone _____
Address _____	Work Phone _____
Address 2 _____	Mobile Phone _____
City _____	State _____ ZIP _____
E-mail _____	Fax _____
Occupation _____	Employer _____
Educational Level <input type="checkbox"/> High School <input type="checkbox"/> College <input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctorate	
Professional Certification (if any) <input type="checkbox"/> CPA <input type="checkbox"/> JD <input type="checkbox"/> MD <input type="checkbox"/> RN <input type="checkbox"/> CFP <input type="checkbox"/> MFP <input type="checkbox"/> CPM	
<input type="checkbox"/> LCSW <input type="checkbox"/> Other _____	
Are you or is a family member a breast cancer survivor? <input type="checkbox"/> Yes-Self <input type="checkbox"/> Yes-Family <input type="checkbox"/> No	

**Nonprofit & Community Involvement**

Please answer the following questions. You may attach additional sheets if more space is needed.

1. Have you ever served on the Board of Directors of a nonprofit organization? If yes, please list the name of the organizations, type of organization (e.g., social services, mental health, youth services, etc.), city & state of the organization, dates served, and positions held.

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2. List any other experience that you have had with nonprofit organizations as an employee, officer, director, advisory board member, volunteer, or other.

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3. Why would you like to serve as a member of the Board of Directors of It's the Journey?

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4. On which Board Committees (see attached descriptions) would you be willing to serve if elected to the Board of Directors of It's the Journey (check all that apply)?

- Finance & Audit       Personnel       Nominating & Corporate Governance  
 Marketing & Public Relations       Grants       Fundraising & Special Events

5. Please describe any special skills or experience that would make you an asset to one or more of the committees checked above.

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6. Please check below if you have any of the following skills/experiences (either paid or volunteer) and elaborate in the space below:

- Program Officer/Grant Officer       IT/database administration       Human Resources  
 Fundraising/development       Accounting/audit       Marketing/PR/corporate sponsorships  
 Website development/hosting       Donor development/relations       Planned giving

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7. Please describe any other skills or experiences that you believe would be an asset to the Board of Directors of It's the Journey.

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8. What is your availability to attend Board and Committee meetings (check all that apply)?

- Weekdays (9 a.m. to 5 p.m.)       Evenings, after \_\_\_ p.m.       Weekends  
 I am not available to meet the following days/times \_\_\_\_\_

9. Please provide the names of two references that are not related to you.

**Reference #1**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

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

**Reference #2**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

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

10. Please attach a copy of your resume, if available.

**It's the Journey, Inc.  
Board Committees**

**Finance & Audit Committee**

The Finance and Audit Committee is responsible for (a) selecting and dismissing the Corporation's independent auditors, (b) reviewing the audited financial statements of the Corporation, (c) determining whether to recommend the Corporation's audited financial statements to the entire Board of Directors for approval, (d) managing the investment assets of the Corporation, (e) recommending to the Board of Directors independent investment advisors to manage all, or any portion, of the Corporation's investment portfolio, (f) dismissing any independent investment advisor that manages all, or any portion, of the Corporation's investment portfolio, (g) reviewing the investment policies and guidelines of the Corporation from time to time and recommend additions, deletions, and changes thereto to the Board of Directors, and (h) performing such other duties as are delegated to it by the Board of Directors.

**Personnel Committee**

The Personnel Committee is responsible for a) reviewing the personnel policies and guidelines (including, but not limited to the Corporation's Employee Handbook) of the Corporation from time to time and recommending additions, deletions, and changes thereto to the Board of Directors, (b) hearing grievances brought by employees of the Corporation regarding discrimination, harassment, unfair treatment and other similar charges and making a determination as to the resolution of such grievance, (c) reviewing the annual compensation of the Executive Director and any other employed officers of the Corporation and (i) making recommendations to the Board of Directors regarding the amount of annual compensation of the officers of the Corporation and (ii) making recommendations to the Executive Director or the Chief Financial Officer, as the case may be, regarding the amount of annual or other compensation for key employees, consultants and contractors of the Corporation, and (d) performing such other duties as are delegated to it by the Board of Directors.

### **Nominating & Corporate Governance Committee**

The N&CG Committee is responsible for (a) nominating a slate of persons to serve as members of the Board of Directors, as Committee Chairs of the Board of Directors, and as officers of the Corporation, which nominations shall be presented at each annual meeting of the Board of Directors as needed to fill vacancies in any of the preceding positions and (b) monitoring the governance policies and procedures (including, but not limited to, these Bylaws) of the Corporation and periodically suggesting additions, deletions and amendments thereto.

### **Marketing & Public Relations Committee**

The Marketing & Public Relations Committee is responsible for (a) supporting the Executive Director, staff and consultants with an annual marketing and public relations strategy for It's The Journey, Inc. (b) soliciting local business contacts for sponsorships, donations or Challenge participation, (c) recruiting volunteers who will increase awareness about It's The Journey, Inc. and its charitable purposes.

### **Grants Committee**

The Grants Committee is responsible for (a) monitoring the grant making policies and procedures of the Corporation and periodically suggesting additions, deletions and amendments thereto, (b) developing and maintaining relationships with grantees and potential grantees of the Corporation, and (c) reviewing annually the grant applications submitted to the Corporation and making recommendations on the awarding of grants to the Board.

### **Fundraising & Special Events Committee**

The F&SE Committee is responsible for (a) coordinating on behalf of the Corporation all aspects of the planning, organization, management and evaluation of the Corporation's fundraising and special events, including the Atlanta 2-Day Walk for Breast Cancer, (b) serving as a liaison between the Board of Directors and the crew, walkers and volunteers involved in the Atlanta 2-Day Walk and the Corporation's other fundraisers and special events, and (c) submitting to the Board of Director for their approval proposals for new fundraisers or special events to raise funds for the Corporation and/or to increase awareness about breast cancer prevention, treatment, support and other resources.

*Thank you for your interest in joining the Board of It's the Journey, Inc.*