

The Junior League of Houston, Inc.
Outside Board Representative (“OBR”)/Advisory Committee Representative
Application

I. Agency Information

A. Organization

1. Name of agency _____
2. Telephone number _____
3. Name of Director _____
4. Director’s email address _____
5. Contact person for League OBR _____
6. Contact person’s email address _____
7. Number of people served and where _____
8. Mission Statement _____

B. Structure

1. Is the agency a non-profit agency, 501(c)(3) agency, corporation, trust or foundation?

2. Of so, which one? _____
3. Does the agency have a written set of bylaws or constitution? _____

C. Financial

1. Does the agency have an outside accountant? _____
2. Does the agency have an independent audit? _____
3. Does the agency carry indemnification insurance for board members? _____
4. Does the agency have fidelity bonds on officers and other personnel who handle financial assets?

5. Do the current bylaws or articles of incorporation provide indemnification for board members? _____

D. Activities

1. Please give a brief description of the organizational activities and programs.

2. Describe the agency’s success to date in meeting the goals of these activities.

Please note that an Outside Board Representative from The Junior League of Houston, Inc. will be a NON-VOTING member. She is NOT obligated to any financial donations to the agency.

E. How does your agency address a critical or basic need in the community? ___ If so, how?

II. Board/Committee Information

A. Statement of board/committee's purpose _____

B. Why is the agency requesting a Junior League of Houston board representative? _____

C. Is the agency requesting a Junior League board representative for the first time? _____

D. Is the agency confirming a Junior League representative currently serving on your board? _____

E. When are board meetings held? _____

F. What is the length of the term of service for the requested board member? _____

G. Are additional duties required by board members? _____

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H. Which if these additional duties will be required of the Junior League representative?

III. Attachments

A. Please attach additional sheets of paper as necessary, for complete responses.

B. Please attach the following to this application:

1. Current Bylaws
2. List of board of directors
3. Annual report, including budget
4. Most recent financial statement
5. Tax status: Evidence of the agency's status as an exempt organization for federal income tax purposes, including whether it qualifies as a public charity organization as defined in section 501 (c)(3) of the Internal Revenue Code.

For questions regarding this form or other Junior League of Houston community opportunities, please contact the Community Vice President at 713.871.6635 or community_vp@juniorleaguehouston.org. You may also visit the League's website at www.juniorleaguehouston.org.

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