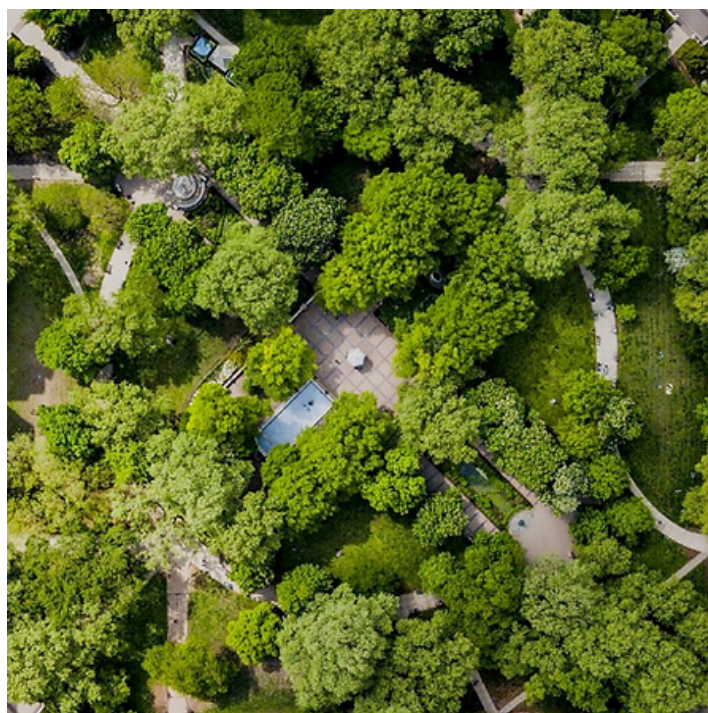
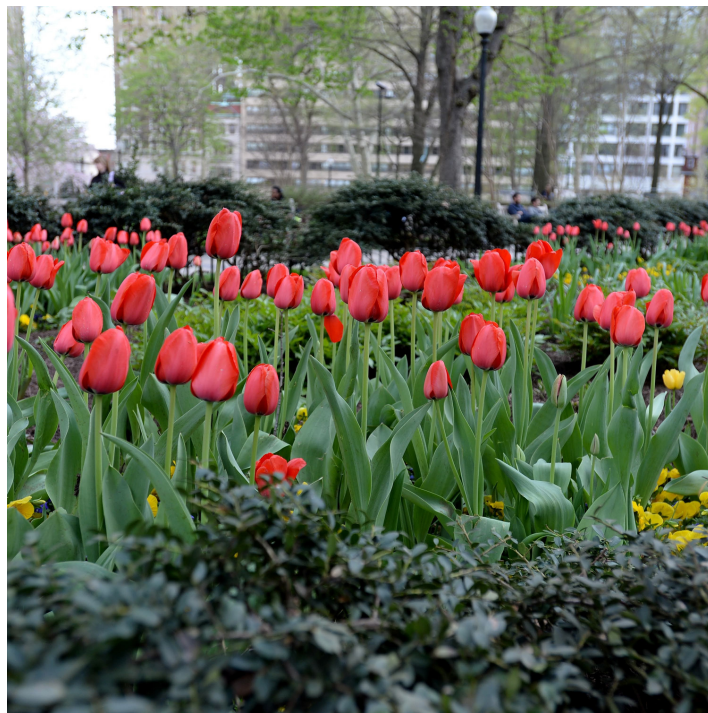




FRIENDS of  
RITTENHOUSE  
SQUARE



## ***Board Member Application***

The Friends of Rittenhouse Square is a non-profit membership corporation dedicated to Preserve, Protect and Beautify Rittenhouse Square Park for all of Philadelphia

# OUR MISSION

The Friends of Rittenhouse Square was created in 1976 to address the increasing gap between available city funding and the maintenance needs of Rittenhouse Square. With a mission to “preserve, protect, and beautify” the park, the Friends work in a public-private partnership with Philadelphia Parks & Recreation. The Friends fund and manage many programs and projects needed to sustain the Square. As a 501(c)(3) non-profit organization, the Friends provide funding through membership, special events, private donations, sponsorships, and capital campaigns.

Now a driving force behind the success of Rittenhouse Square, the Friends oversee all of the park landscaping, lawn maintenance, graffiti removal, bench repair, litter removal, sidewalk sweeping, holiday lights, doggie bags, and regular daily operations.

The Friends also fund special projects to address the ever-changing needs of the Square. Past projects have included: the restoration of sculptures and the fountain, preserving the historic balustrade, building the iconic guardhouse, and renovating the historic gardener’s cottage. Most recently the Friends have worked to install 160 new custom-designed benches and start a comprehensive lawn restoration project.

Whether you are a neighborhood resident or simply a lover of Rittenhouse Square, the Friends need everyone’s support to keep this historic landmark vibrant, because that is what Friends are for!

# BOARD EXPECTATIONS

We will truly welcome and accept you as a nominee only after you have agreed to fulfill these expectations. And, by accepting nomination, you confirm that this board service is one of your top 2-3 volunteer and giving commitments. The performance of each board member will be reviewed annually.

- Believe in and be an active advocate and ambassador for the values, mission, and vision of the organization.
- Work with fellow Board members to fulfill the obligations of Board membership as articulated in our by-laws, in these performance expectations, and in keeping with all other policies.
- Act in a way that contributes to the effective operation of the Board – and work with fellow Board members and staff to assure that the Board functions well. This includes – but is not necessarily limited to the following:
  - Focus on the good of the organization, independent of personal agenda, self-interest, or the influence of others.
  - Maintain CONFIDENTIALITY of committee, board, and organization work unless authorized otherwise.
  - Support Board decisions once these are made.
  - Participate in appraisal of your own performance and the performance of the Board and its committees.
  - Support the organization's policies and procedures for conducting business.
- Regularly attend Board and committee meetings. Prepare for these meetings by reviewing materials and bringing the materials to meetings. Use conversation as a core business practice, asking strategic questions and participating in dialogue.
- Keep informed about the organization, its issues, and its connection to the community through active participation within the organization and conscientious connection outside the organization.

*Continued >*

# BOARD EXPECTATIONS

- Help support the charitable contributions operation of the organization. Specifically:
  - Reach into the local Rittenhouse Square businesses, individual buildings around the square, the City of Philadelphia and the broader residential community and help identify and cultivate relationships to support the organization as donors, volunteers, and advocates.
  - Support the Board financially by:
    - Paying annual membership dues by February 15th of each year.
    - Attend the Ball or raise funds in the amount of \$1000 or more.
    - Consider the Friends of Rittenhouse Square one of your top 2 – 3 charitable commitments.
  - Participate in the fund development by taking on various tasks tailored to your comfort and skills.
- As appropriate, use personal and professional contacts and expertise to benefit the organization, without compromising ethics or trespassing on relationships.
- Be available to serve as a committee or task force chair or member. Be a prepared and active participant.
- Inform the Board of Directors of the organization of any potential conflicts of interest, whether real or perceived, and abide by the decision of the Board related to the situation.
- Respect the volunteer nature of our board. Encourage a communal and cooperative atmosphere, and adhere to the limitations of the Board, its committees and individual Board members.
- Agree to step down from Board position if unable to fulfill these expectations.

# BOARD APPLICATION

Many thanks for your willingness and commitment to help us fulfill the mission of the Friends of Rittenhouse Square. In order to complete your application, we would like a little more information about you. Please:

1. Complete the application form below
2. Provide a brief statement about how you would personally like to help our mission as a board member. This can be a brief statement of your background, and particular areas of expertise, or any particular committees you wish to serve on and how you would contribute to those committees.
3. Submit a brief CV, bio-sketch or resume.
4. Make yourself available for an in person conversation with Nominating committee members or the President if asked.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Preferred Mailing Address:

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Current organizational affiliations - names of the organization and your role(s):

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# BOARD APPLICATION

Which of your skills would you like to utilize on the Board? Check those that apply:

- Board Development
  - Strategic planning
  - Program development
  - By Laws
  - Financial management
  - Fundraising
  - Community networking
  - Events
  - Marketing
  - Volunteer management
  - Staffing/HR
  - Landscaping
  - Other: \_\_\_\_\_
- 

After reading and understanding the mission of Friends of Rittenhouse Square, and the performance expectations required of individual board members above, I \_\_\_\_\_  
fully commit and wish to be considered for nomination to the board of Friends of Rittenhouse Square. I understand and agree that I can provide at least 1-2 hours a month in attendance to Board and Committee meetings, and that I do not have any conflict-of-interest in participating on the Board.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*