

## **Board of Trustees Appointment Application**

### **Overview:**

The Nevada Law Foundation is dedicated to serving the legal needs of disadvantaged Nevadans. The primary goal of the Board of Trustees is to develop funding opportunities to serve those needs. Through the administration and funding of organizations whose purpose is to defend, support, and educate less fortunate citizens in legal matters, the Nevada Law Foundation aims to gain equal access to justice for those that need it most.

Supreme Court Rule 216 states that the governing body of the designated bar foundation is to be composed of twenty-one members. Fourteen of the members shall be members in good standing of the state bar, and seven shall be lay persons who have knowledge of and are acquainted with the needs of the poor, victims of domestic violence, and children protected by or in need of protection of the juvenile court. In addition, Supreme Court Rule 216 defines the terms of office of the members of the governing body of the bar foundation to be staggered. Depending on odd or even years, each member shall be appointed by either the State Bar of Nevada or Nevada Supreme Court for a term of two years.

In our effort to find qualified candidates for the Board of Trustees we use a comprehensive selection process by having interested volunteers submit an application. After initial screening of applications by the Governance Committee, the Board of Trustees will recommend specific applicants to the State Bar of Nevada and the Supreme Court of Nevada to be appointed to the Nevada Law Foundation Board of Trustees.

### **Nevada law Foundation Board of Trustees Job Description:**

#### **Function**

- Provide governance to the organization, represent it to the community, and accept the ultimate legal authority for it.
- Fulfill Board member tenure.
- Regularly attend Board meetings, preferably in person.
- Join one or more committees and regularly attend committee meetings.
- Respond to all Board-related requests within 2 business days.
- Thoroughly review information provided in advance of meetings.
- Advocate for the work of NLF.

#### **Duties**

##### ***Planning***

- Periodically assess the environment and approve NLF's strategy in relation to it.
- Annually review and approve NLF's operational plans for accomplishing its long-range goals.
- Review and approve NLF's long-range goals.
- Approve major policies.

### ***Organization***

- Hire, contract with, monitor, appraise, advise, support, reward, and, when necessary, change staff or contractual entities.
- Ensure that the status of organizational strength and human resource planning is equal to the requirements of the long-range goals.
- Propose a slate of potential Board members and fill vacancies as needed.
- Provide direction to appointing entities on attributes of potential Board members.
- Annually review the performance of the Board and its committees and take steps to improve performance.
- Annually review the performance of Board members toward the Board's responsibilities for the long-range goals and take steps to improve their performance.
- Participate in fundraising endeavors.

### ***Operations***

- Review the results achieved by staff and contractual entities as compared with NLF's philosophy, annual and long-range goals, and the performance of similar institutions.
- Monitor IOLTA data maintenance, IOLTA revenue enhancement activities, and fundraising activities for efficiency and efficacy.
- Determine if NLF's financial structure is adequate for its current needs and its long-range strategy.
- Provide candid and constructive criticism, advice, and comments.
- Approve major actions of NLF, such as capital expenditures and major program and service changes.

### ***Finances and Audit***

- Trustees are expected to make a financial commitment to NLF and will actively participate in the fund development process.
- Annually review and approve NLF's budget.
- Ensure that the Board and its committees are adequately and currently informed - through reports and other methods - of the condition of NLF and its operations.
- Ensure that published reports properly reflect the operating results and financial condition of NLF.
- Ascertain that Board, staff and contractual entities have established appropriate policies to define and identify conflicts of interest throughout NLF, and diligently administer and enforce those policies.
- Appoint independent auditors subject to approval by members.
- Review compliance with relevant material laws affecting NLF.

**Background information:**

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

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

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

Place of employment: \_\_\_\_\_

Your title: \_\_\_\_\_

Please list Boards or committees you currently serve on, or have served on:

Organization	Role	Dates of service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please mark your particular skills:

- |                                |                      |
|--------------------------------|----------------------|
| _____ Finance/accounting       | _____ Fundraising    |
| _____ Nonprofit                | _____ Special events |
| _____ Grantmaking              | _____ Other _____    |
| _____ Policy development       | _____ Other _____    |
| _____ Communications/marketing | _____ Other _____    |
| _____ Technology               |                      |

**Nevada Law Foundation Requested Information:**

Please explain why you are interested in serving on the NLF Board of Trustees:

\_\_\_\_\_

\_\_\_\_\_

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How do you feel Nevada Law Foundation would benefit from your involvement on the Board?

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Nevada Law Foundation requires a commitment to attend scheduled Board meeting and conference calls. In addition, the expectation is that each Trustee serve on one or more Board committees. Will you be able to commit the necessary time to perform your duties if appointed to the Board?

\_\_\_\_\_ No      \_\_\_\_\_ Yes

Are there any conflicts of interest, current or anticipated, on issues that the Board should know about in considering your application?

\_\_\_\_\_ No      \_\_\_\_\_ Yes: \_\_\_\_\_

Please mark your interests in regards to the Nevada Law Foundation:

_____ Finance/accounting	_____ Fundraising
_____ Grantmaking	_____ Special events
_____ Governance	_____ Interest on Lawyers Trust Accounts
_____ Policy development	_____ Other _____
_____ Communications/marketing	_____ Other _____
_____ Technology	_____ Other _____

Anything else you would like to share?

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Please email completed application to [admin@nevadalawfoundation.org](mailto:admin@nevadalawfoundation.org).