



## Committee Membership Application

Date: \_\_\_\_\_ Introduced By: \_\_\_\_\_

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

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

Employment: \_\_\_\_\_ Position: \_\_\_\_\_

Telephone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Email address: \_\_\_\_\_ Fax \_\_\_\_\_

What Committee(s) do you have an interest in serving on? (Refer to page 2)

Development

Facilities

Finance

Program

HeRs

What strengths will you bring to your committee work?

What do you hope to gain/learn from your service on a Transitions Committee?

Do you have special needs or constraints that need to be considered when serving on a Transitions Committee?  
If so, please explain

Please describe your volunteer service experience.

Organization

Date of Service

Volunteer Capacity

**Age**

- 20-29
- 30-39
- 40-49
- 50-59
- 60-over
- I choose not to respond

**Gender**

- Female
- Male
- Other
- I choose not to respond

**Race/Ethnic Group**

- Caucasian
- Black or African American (not Hispanic or Latino)
- Hispanic or Latino
- Asian (not Hispanic or Latino)
- Native Hawaiian or Pacific Islander (not Hispanic or Latino)
- American Indian or Alaskan Native (not Hispanic or Latino)
- 2 or more races (not Hispanic or Latino)
- Other
- I choose not to respond

**Committee Charges****Development Committee**

The Development Committee is responsible for supporting Transitions in raising resources to fulfill the mission of the organization, planning and overseeing special events, and broadening the donor base of the organization. The Development Committee is charged with supporting enhancement of Transitions' public standing by clearly articulating the mission, accomplishments and goals to the public and its constituents. It meets monthly, a weekday at 4:30pm.

**Facilities Committee**

The Facilities Committee is responsible for identifying specific ongoing maintenance needs of the facilities owned by Transitions and future replacement needs to develop short and long term schedules and costs. Any capital needs assessment will be for a period of 25 years. The Facilities Committee is charged with identifying specific ongoing capital and replacement needs of the facilities owned by Transitions, and advising the management team so that facilities continue to serve the mission and reflect the values of Transitions.

**Finance Committee**

The Finance Committee is responsible for facilitating the establishment of the organization's budget that has integrity and promotes long-term financial stability. The Finance Committee is also responsible for ensuring that proper financial controls are in place, and reviewing monthly financial statements. It meets monthly, a weekday at 7:00am.

**Program Committee**

The Program Committee is responsible for evaluating the overall impact and quality of Transitions' programs, and for supporting collaboration among the programs. The committee reviews and interprets evaluative data concerning program effectiveness and makes recommendations for programmatic changes or initiatives considering the organizational mission, values, and strategic plan. It meets 10 times per year, a weekday at 9:30am.

**HeRs Committee (Human Resources & Sponsorship)**

The HeRs Committee is responsible for evaluating the extent to which the vision, mission and priorities are integrated into the programs, services and daily operations of the organization. The HeRs Committee is also responsible for reviewing and approving policies and directions in the area of Human Resources. Other sub-committee tasks include policies, bylaws, and orientation of new Board & Committee members. It meets monthly, a weekday at 3:45pm.

*Please return completed application to Transitions 3128 N. Hemlock, Spokane, WA 99205  
Or email to [Info@help4women.org](mailto:Info@help4women.org)*