



Seekhaven

Family Crisis & Resource Center

PROSPECTIVE BOARD MEMBER APPLICATION PACKET

1. Prospective Board Member Application Packet Introduction
2. Current Board Member List
3. Organizational Chart
4. Funding Chart
5. Board Member Code of Conduct
6. *Board Member Code of Ethics* (to be created)
7. Board Member Responsibilities and Governance Practices
8. Application Form
9. Recruitment Flow Chart



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PROSPECTIVE BOARD MEMBER APPLICATION PACKET INTRODUCTION

Thank you for your interest in applying as a potential candidate to the Seekhaven Family Crisis & Resource Center (“Seekhaven”) Board of Trustees, the governing body with the important responsibilities of mission-based visionary leadership and strategic governance for Seekhaven in accordance with our organizational Bylaws.

Seekhaven’s Purpose & Mission

Seekhaven is a private non-profit organization recognized for encouraging empowerment in survivors of domestic violence and sexual assault, and helping them rebuild their lives. Headquartered in Moab and serving survivors throughout Southeastern Utah, Seekhaven provides a wide range of essential services including client advocacy, emergency shelter, and transition assistance. We believe that everyone has the right to feel safe, secure, and supported.

Seekhaven’s mission is:

*Empowering individuals & families
to survive
domestic violence & sexual assault
& to thrive
in a strengthened community.*

Seekhaven Board Composition

Our goal is to have Board leadership that assures equitable representation of the community, regardless of gender, age, race, ethnicity, religion, sexual orientation or disability.

Board Members must also be independent of **conflicts of interest**, believe in and support the mission of Seekhaven and possess skills, talents, and resources to govern effectively.

- Please review the current **Board Roster** ([Attachment #3](#)) and **Staff Organizational Chart** ([Attachment #4](#)).
- The Board of Trustees shall consist of at least five members.

Officers of the Board

- Anyone standing for election as a Trustee could potentially be selected as an officer of the board (President, Vice President, Secretary, or Treasurer) and should be prepared to undertake additional responsibilities.
- The officers of the Board are drawn from and elected by the Trustees at the Board meeting closest to the start of the fiscal year (July 1st).

Seekhaven Onboarding Committee Roles & Responsibilities

The Onboarding Committee is responsible for recruiting and onboarding new Trustees. The Onboarding Committee is responsible for interviewing, orienting, evaluating and supporting new Trustees

Application for Seekhaven Board Membership

- The Onboarding Committee has prepared an **Application Form** for use in the Prospective Board Member Application process ([Attachment #8](#)).
- Applications for Board Membership can be made at any time of year.
- Board members serve for a term of three years and may serve more than one term, but are limited to two consecutive terms, with one year hiatus before serving on the board again. A second term may be extended for a one-year period if the member is involved with a project that requires their involvement or oversight, as determined by the board.
- Please refer to the **Recruitment Flow Chart** ([Attachment #9](#)) for a comprehensive understanding of the application, election and onboarding processes.

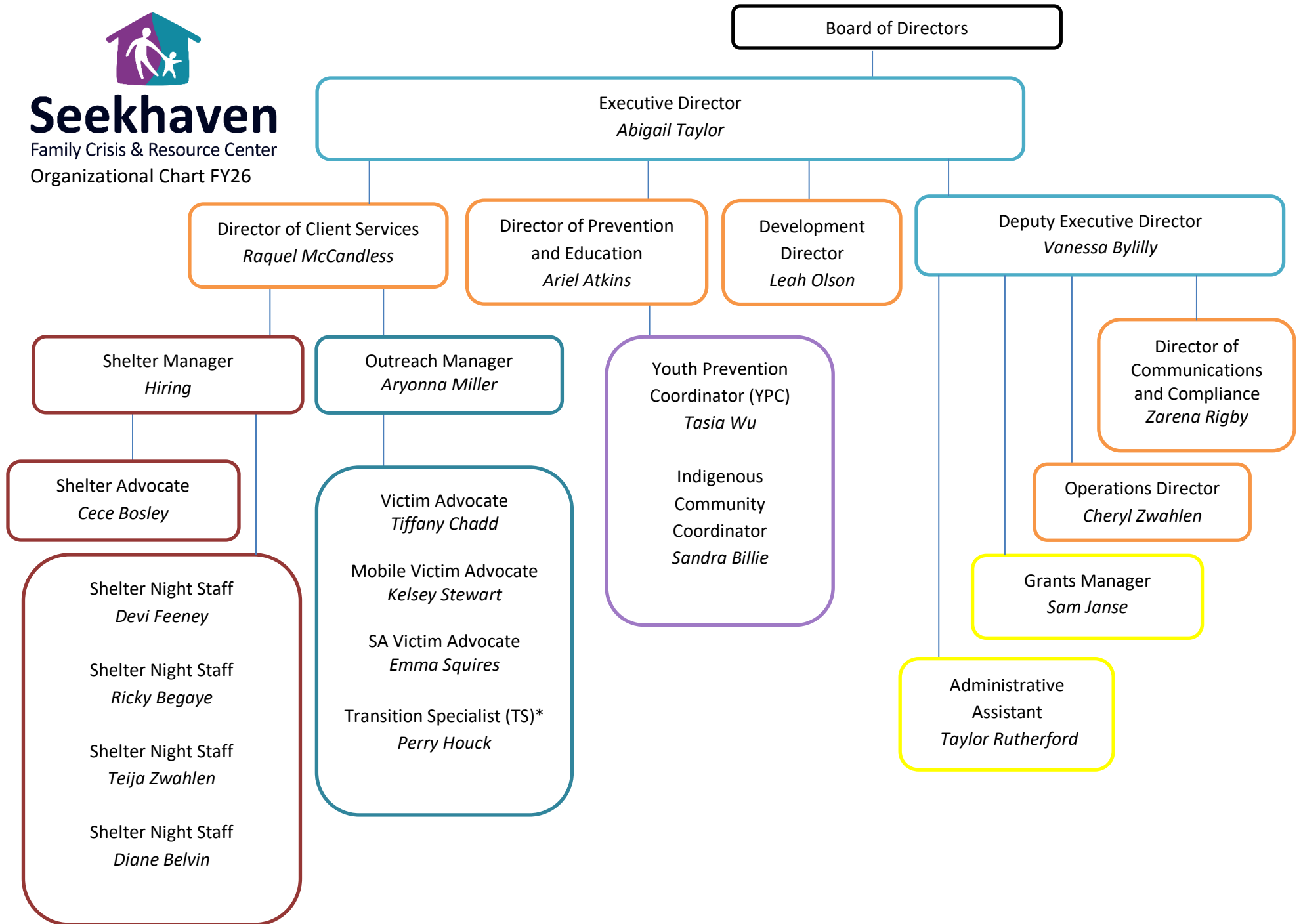


Seekhaven

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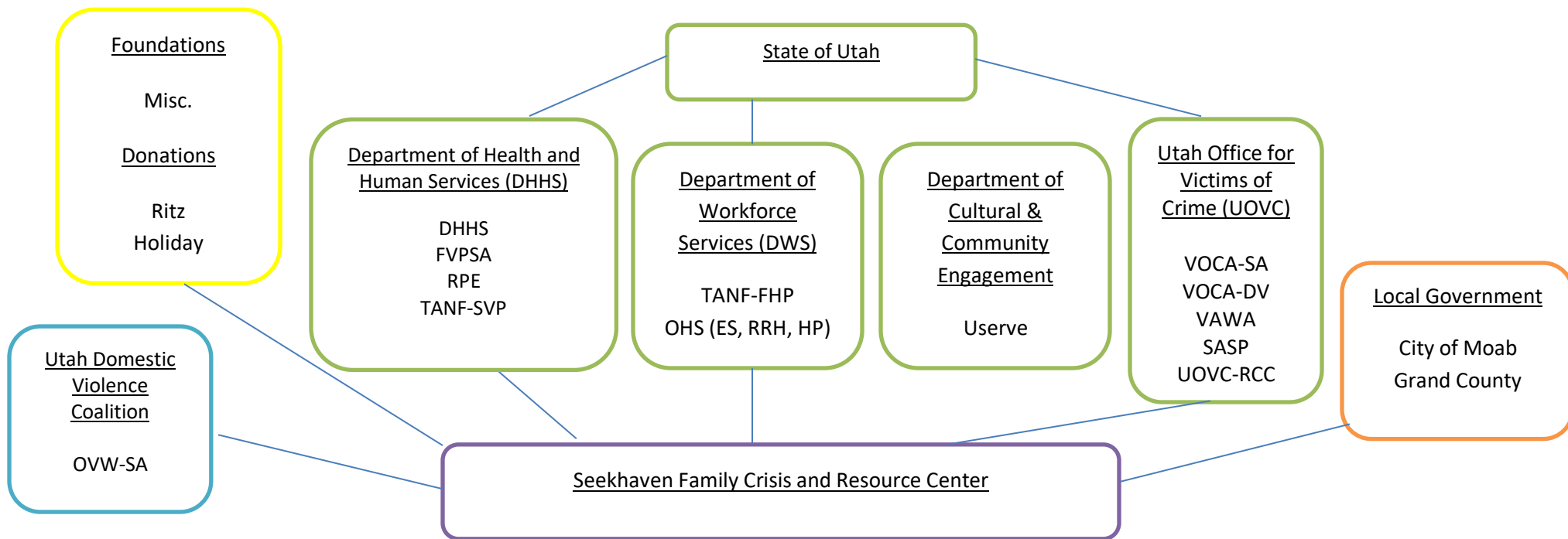
BOARD OF TRUSTEES ROSTER

Name	Employment/Experience	Contact Info	Term End
<u>PRESIDENT</u> Ben Alter	Assistant Economic Development Director, Grand County Government	703-217-1294 1518 Huntcreek Dr., Moab, UT 84532 mail4balter@gmail.com ben@seekhaven.org	May 2025
<u>VICE PRESIDENT</u> Mackenzie Daniels	Event Management, <i>Grand County Government</i>	720-935-0909 1180 Boulder Ave., Moab, UT 84532 mackleedaniels@hotmail.com	January 2027
<u>SECRETARY</u> Lacie Keen	HR/Business Ops Consultant	303-641-0034 418 Tusher Street, Moab, UT 84532 lacie.anderson@gmail.com	August 2027
<u>TREASURER</u> Valerie Gardner	Accountant, <i>Slickrock Adventures</i>	435-260-0422 464 Andrea Ct., Moab, UT 84532 valeriegardner88@gmail.com	September 2026
Deborah DeGeus-Gwinn	Independent Consultant, <i>Scentsy</i>	435-260-0072 1245 Knutson Corner, Moab, UT 84532 deborahscents@gmail.com	October 2027
Mary Hollendoner	Project Management Consultant, <i>Private</i> ; EMS	435-210-2543 714 Palisade Dr. Moab, UT 84532 maryhollendoner@gmail.com	October 2027
<u>EXECUTIVE DIRECTOR</u> Abigail Taylor	Executive Director, <i>Seekhaven</i>	206-743-6056 276 W 200 S, Moab, UT 84532 abi@seekhaven.org	n/a





Funding Structure Chart FY24



VOCA=Victims of Crime Act DV=Domestic Violence SA=Sexual Assault	DHHS=Department of Health and Human Services P=Program A=Administration	Unrestricted=Donations/Fundraising (Grant money cannot be used for fundraising/grant writing/lobbying!)
TANF-SVP=Temporary Assistance for Needy Families-Sexual Violence Prevention	RPE= Rape Prevention Education Grant	TANF-FHP= Temporary Assistance for Needy Families-Family Housing Program
UOVC-RCC=Utah Office for Victims of Crime- Rape Crisis Center	VAWA=Violence Against Women Act	SASP=Sexual Assault Service Program
OHS-RRH=Office of Homeless Services – Rapid Rehousing	OHS-ES=Office of Homeless Services –Emergency Shelter	OHS-HP =Office of Homeless Services –Homeless Prevention



Seekhaven Board of Trustees Code of Conduct

Board members are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the nonprofit has adequate resources to advance its mission.

Seekhaven's mission is to empower individuals and families to survive domestic violence and sexual assault and to thrive in a strengthened community. To this end, Seekhaven board members are expected to uphold the highest legal, ethical, and moral standards. Each board member must meet certain standards of conduct in carrying out their responsibilities to Seekhaven. These standards of conduct include:

Duty of Care

Each board member must exercise reasonable care when making a decision as a steward of Seekhaven. Seekhaven's grantors and donors trust the Board of Trustees to be good stewards of their resources, and to uphold rigorous standards of conduct.

Duty of Loyalty

Each board member is expected to be faithful to Seekhaven's mission and thus not act in a way that is inconsistent with the mission and central goals of the organization. Each board member must give undivided allegiance when making a decision affecting Seekhaven, acting in the best interest of Seekhaven and never using information obtained as a board member for personal gain.

Duty of Obedience

Each board member must obey Seekhaven's applicable internal policies, including, but not limited to, the Conflict of Interest and Dual Relationships Policy. Each board member must be accountable to ensure adherence to legal standards and ethical norms. Seekhaven's reputation for integrity and excellence requires the careful observance of all applicable laws and licensures, as well as a scrupulous regard for the highest standards of conduct and personal integrity. Each board member is expected to conduct business in accordance with the letter and spirit of all relevant laws; to refrain from any illegal, dishonest, or unethical conduct; to act in a professional, businesslike manner; and to treat others with respect.

I understand and accept these standards of conduct as a Seekhaven Board of Trustee.

Signed

Dated

Board Member

Date



Seekhaven Board Responsibilities and Governance Practices

Serving on Seekhaven's Board is an extraordinary opportunity for strategic and future-focused leaders who are passionate about Seekhaven's purpose and mission. The primary role of Seekhaven's Board is to provide mission-based visionary leadership and strategic governance that determines the organization's goals, means, and primary constituents served.

Seekhaven Board Member responsibilities include, but are not limited to:

Essential Practices:

- Serve as a fiduciary of Seekhaven's assets.
- Provide proper financial oversight and ensure controls are in place.
- Assist in developing an annual operating budget and approval of said budget.
- Review of monthly financial statements from the Executive Director.
- Review annual audit reports prepared by external auditors with the option of participating in advance in audit review meeting(s).
- Ensure adequate resources are available so the organization is able to advance its mission. This includes mandatory participation in fundraising efforts.
- Uphold confidentiality standards.
- Determine and ensure that Seekhaven's mission statement articulates the organization's goals, means and primary constituents served.
- Assist in the development and approval of strategic plans that are mission based and further the organization's objectives both in the near and long-term.
- Approve Executive Director (ED) job description and hire ED. Formalize a process for setting and approving an appropriate compensation package for the ED. Evaluate the ED formally on a yearly basis. As stewards of Seekhaven the board will provide the ED with foresight, oversight and insight.
- Prioritize board meeting attendance, only missing a meeting under extenuating circumstances, in accordance with the Bylaws.
- Fulfill board term, in accordance with the Bylaws.



Leading Practices:

- Maintain an optimal sized board based on the needs of the organization.
- Serve on standing and ad hoc board committees.
- Utilize due diligence when electing new board members.
- Serve as an Ambassador of the organization by clearly articulating Seekhaven's mission, accomplishments and goals.
- Regard Seekhaven as a philanthropic priority with a commitment to make a significant contribution to Seekhaven annually. Contributions can be financial, or in the form of providing time and professional expertise, in addition to the responsibilities listed in the Essential Practices; Seekhaven Board of Trustees is committed to being a 100% giving board.
- Address concerns regarding conflicts of interest that a board member or the Executive Director may have.
- Promote diversity and inclusion on the board, and be supportive of new board members.
- Routinely conduct a comprehensive self-assessment to evaluate its own performance.
- Receive pertinent training regarding domestic violence and sexual assault.
- Routinely review the Bylaws and ensure timely amendments.

Compliance Practices:

- Pass a federal background check
- Ensure ethical integrity and adherence to legal standards.
- Review IRS Form 990 before it is filed and posted.
- Ensure that no records are destroyed if the organization comes under federal investigation.
- Ensure that no employee is punished or discriminated against because they reported improper conduct.



I, _____, have read and understand my responsibilities as a Seekhaven Trustee and agree to fulfill them to the best of my abilities.

Signed

Date



Seekhaven

Family Crisis & Resource Center

Board of Trustees

Recruitment Flow Chart

