



BOARD MEMBER APPLICATION AND POSITION DESCRIPTION

The Houston Marathon Foundation (HMF) is a 501(c)3 non-profit, with a mission to support the advancement of running as an element of a balanced, healthy lifestyle in the Houston community and nationally. The organization is overseen by a board of directors, 3 staff members and a community of people who are invested in making Houston stronger through running. The Houston Marathon Foundation has four areas of focus; youth initiatives, community support, athletes with disabilities, and the advancement of elite US distance running. The HMF goal is to support, engage, strength and inspire through running.

Position:

Board members advise, govern, oversee policy and direction, and assist with the leadership and general promotion in support of the Foundation's mission and needs. While day-to-day operations are led by the Foundation's Executive Director (ED), the board-ED relationship is a partnership, and the appropriate involvement of the board is both critical and expected.

Application Deadline: June 15, 2019

Expectations for board members:

- Become familiar with the Houston Marathon Foundation's finances, budget, and financial/resource needs
- Understand the policies and procedures of the HMF, including confidentiality agreements and Code of Conduct for board members
- Commit to aiding in the financial support and security of the organization
- Aid in creating and maintaining relationship with programs and financial support
- Advise in areas of expertise as requested
- Act as an ambassador for the HMF, with a commitment to and understanding of the HMF's events, participants, and stakeholders
- Assist the board in identifying and recruiting other board members
- Ensure the HMF's commitment to a diverse board and staff that reflects the communities HMF serves

Meetings and time commitment:

The board meets four times each year. Regular meetings are typically on a weekday afternoons at the HMF offices. The board is also invited to attend several other annual events such as the Hall of Fame induction, Houston Marathon Foundation Luncheon, Sponsor Appreciation dinner, spring Family Fun Runs and Houston Marathon race weekend.

Desired Skills and Expertise:

We are currently seeking diverse leaders with background and expertise in the following areas:

- Financial management, accounting, auditing and budgeting
- Strategic business planning and development
- Business development
- Fundraising



Houston Marathon Foundation Board of Directors Candidate Application

<i>Name</i>		<i>Telephone</i>	
<i>School / Company</i>		<i>E-mail</i>	
<i>Current Occupation</i>			

We want to understand your views on current operations and how your potential contributions might fit with the organization's vision. Please answer the following questions. Limit your response to this page/the space provided. When completed, please email this application and your resume to foundation@houstonmarathon.com.

1. Why do you seek a position on the HMF Board?

2. Please briefly outline the specific skills you bring, or contributions you hope to make, to this board.

3. Are you currently serving on a board of directors for another organization? If so, please list the organization name and your position/role.

4. Please describe any other volunteer experience.