



Prospective Board Member Packet

Introduction

Thank you for your interest in learning more about serving as a board member for Latino Community Services. Latino Community Services, Inc. (formerly Latinos Contra SIDA), is a non-profit organization based in the City of Hartford with twenty-three years of experience providing services to people living with HIV/AIDS and people at risk for HIV infection. Latino Community Services (LCS) is the only Latino-led organization in the City of Hartford dedicated exclusively to providing comprehensive and coordinated prevention, education, and care services to populations at risk. The mission of Latino Community Services is to reduce the further spread of HIV/AIDS among the Latino community and other populations at risk and improve the quality of life and health outcomes of people living with HIV/AIDS.

The staff at Latino Community Services offer services in a kind and compassionate way to people seeking to learn their HIV status, receive counseling and case management for substance abuse issues, or learning how to speak to their partners about reducing risk of HIV infection. People living with HIV/AIDS can access van rides or bus tokens to get to medical appointments, receive help with maintaining complicated medication regimens, or use a trained medical interpreter to help them speak effectively with doctors and nurses.

Located in the south-end of Hartford on Wethersfield Avenue, LCS is a trusted hub of information and support for the minority community. We go beyond providing services directly to clients by training grass-roots and faith-based organizations serving African-Americans and Latinos on how to engage their communities to prevent the spread of HIV.

In this packet you will find information on the programs and services provided by Latino Community Services, the roles and responsibilities of board members, a conflict of interest and ethics statements, and a page for you to fill out with your contact information and areas of interest.

Thank you again for your interest. We look forward to getting to know you better and working together to connect people with ways to promote healthy lives and communities. Also, please visit our website at www.lcs-ct.org for additional information.



Latino Community Services' Programs & Services

Prevention & Health Education

The vision of the Prevention & Health Education Program is to prevent HIV infection and to educate people at risk about HIV/AIDS and how to protect themselves. We realize that people are vulnerable to HIV infection for a variety of reasons including substance abuse, mental health issues, family situations, and economic necessities. We strive to incorporate HIV prevention into a person's "whole life" and meet them where they are at. These programs are funded by state and federal sources, are overseen by the Program & Institutional Advancement Director and are staffed by three full-time Program Coordinators, eight full-time direct service providers.

Services provided include:

- HIV counseling and testing, both on-site and in the community
- Working with local churches to provide case management and counseling services for people with substance abuse problems
- Conducting workshops on partner communication skills and ways to prevent HIV
- Forming community partnerships to link clients to needed social services

Care & Supportive Services

The vision of the Care & Supportive Services Program is to provide people living with HIV/AIDS with the highest level of services so that they can improve or maintain their quality of life. Living with HIV/AIDS can make life very complicated—dealing with medications, doctor's appointments, and finding adequate support. We focus on meeting clients' needs in ways that empower them. These programs are funded by local, state, and federal sources, as well as foundation funding and individual donor support. They are staffed by a Program Coordinator, seven full-time direct service providers, and three part-time direct service providers.

Services provided include:

- Case management services to help clients navigate the medical system and meet their basic needs
- Medical interpretation at doctor's appointments for Spanish-speaking clients
- Having a registered nurse dedicated to working with clients on taking their HIV medications
- Conducting workshops on nutrition, budgeting, and working effectively with medical providers



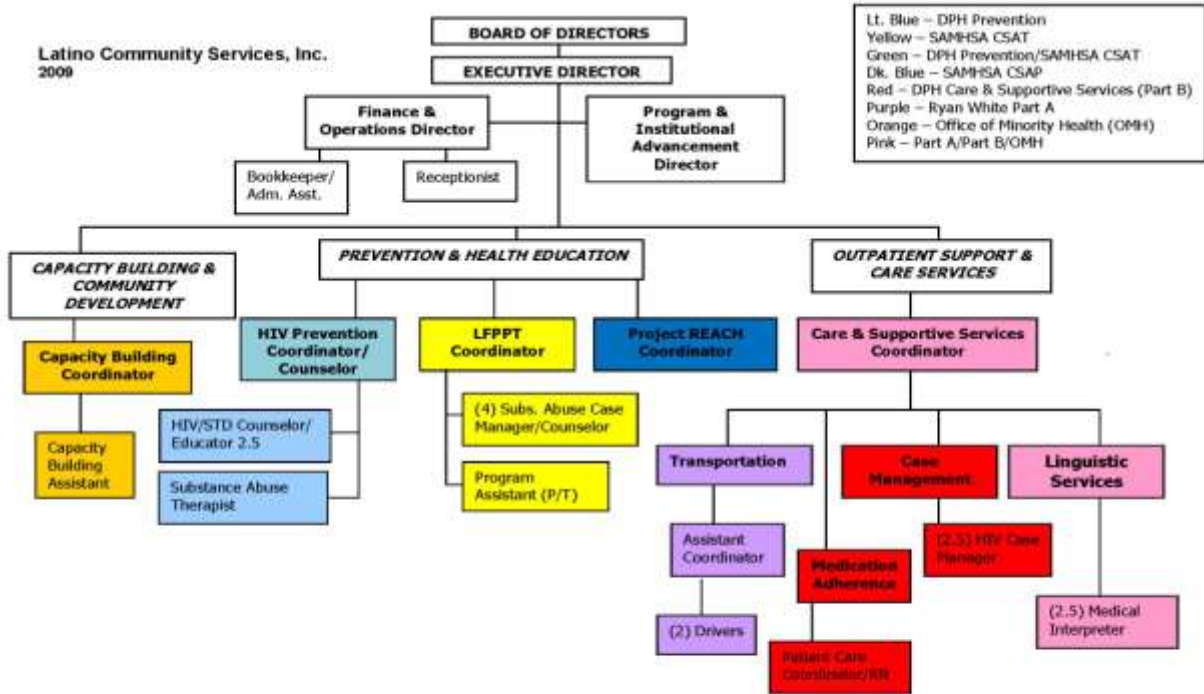
Capacity Building Services

The vision of the Capacity Building Services Program is to educate Latino and African-American faith-based organizations about providing effective HIV/AIDS services in their own communities. This program understands that the people best able to reach communities of color are those who are already trusted members of that community—churches. This program is funded the federal government and is staffed by a Program Coordinator and Program Assistant.

Services provided include:

- Hold day-long workshops focusing on topics such as: the role of faith-based organizations in facing the HIV/AIDS epidemic, building collaborations, grant writing
- Provide individualized support to faith-based organizations looking to begin HIV/AIDS service

Organizational Chart





Role of the Board

The Board of Directors is legally and morally accountable for the health and effectiveness of Latino Community Services. The Board ensures that the organization achieves its mission in an ethical, transparent, accountable, and prudent manner.

The Board's job is governance, the ongoing process of due diligence whereby the Board operates as a collective to assure corporate health and effectiveness. Specifically, the Board is accountable for the functions described below. The Board operates in a manner outlined in its policies.

The Board works in partnership with its Executive Director as articulated in various policies. The Executive Director provides leadership and support, enabling the Board to carry out its governance responsibility.

Board Functions | Scope of Authority

All of this is accomplished as a group – at board meetings – through review of information, strategic questioning, dialogue, and decision-making.

1. Articulate **values and mission**, and set **standards, controls, and policies**. Ensure that all the organization's programs, activities, and operations adhere to these policies.
2. Ensure that the organization is **relevant** to the community through processes that monitor the external environment and **define vision, direction, and strategy**.
3. Define and monitor key **areas of performance** compared to short- and long-range strategy / plans, assess **results**, and assure that steps are taken for continuous quality improvement in all areas.
4. Ensure that the **financial structure** is adequate for current priorities, long-range strategy, sustainability, and intergenerational equity.
5. Ensure that adequate **risk management** is in place, e.g., safety and security, insurance, data backup, CEO succession, etc.
6. Determine eligibility for **Board membership**, assure proper recruitment of candidates, elect members and officers, and assure proper orientation and mentoring of Board members.
7. Define and enforce **parameters of the Board's work** including its committees / task forces and the role and performance of the **individual Board member**. Assess effectiveness.



8. Hire the organization's **chief executive officer**. Appraise his/her performance and set compensation; reward competence, or if necessary, replace the individual.
9. Ensure **compliance with relevant laws and regulations** affecting the organization.
10. Ensure **effectiveness of management**, without intruding in management's role and authority.
11. Ask strategic questions and provide candid **advice and perspective** regarding the organization's health and effectiveness and the marketplace environment, without compromising management's authority.



Individual Board Member Expectations

Each Board member of our organization affirms the expectations outlined here and strives to perform accordingly. We treat all Board members the same when it comes to these expectations.

Specific performance expectations are:

1. Believe in and be an active advocate and ambassador for the values, mission and vision of the organization.
2. Work with fellow Board members to fulfill the obligations of Board membership as articulated in the job description of the Board of Directors, in these performance expectations, and in keeping with all other policies.
3. 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:
 - a. Focus on the good of the organization, independent of personal agenda, self-interest, or the influence of others.
 - b. Maintain confidentiality of committee, board, and organization work unless authorized otherwise.
 - c. Support Board decisions once these are made.
 - d. Participate in appraisal of own performance and the performance of the Board and its committees.
 - e. Support the organization’s policies and procedures for conducting business.
4. 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.
5. 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.



6. Help support the charitable contributions operation of the organization. Specifically:
 - a. Reach into diverse communities and help identify and cultivate relationships to support the organization as donors, volunteers, and advocates.
 - b. Give an annual financial contribution to the best of personal ability. Consider this organization one of your top 2 – 3 charitable commitments. If the organization launches a capital program, give to that, too.
 - c. Participate in the fund development by taking on various tasks tailored to your comfort and skills.
7. As appropriate, use personal and professional contacts and expertise to benefit the organization, without compromising ethics or trespassing on relationships.
8. Be available to serve as a committee or task force chair or member. Be a prepared and active participant.
9. 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.
10. Respect the authority of the chief executive officer and staff; and, adhere to the limitations of the Board, its committees and individual Board members.
11. Agree to step down from Board position if unable to fulfill these expectations.



Code of Ethics

Latino Community Services Board of Directors and Officers

Service on the Board of Directors of a nonprofit organization is an important honor and responsibility. Much is expected of officers and the governing Board of Latino Community Services. The staff and clients rely on the Board to act in its best interests, to be knowledgeable about and proactive on the issues facing the organization, to study the questions before it and to base decisions on reliable information, to be a good steward of the resources of the association, and to be honest and trustworthy in all actions. To assure the trust and ethical expectations of Latino Community Services, I affirm the following:

Duty of Care

In all matters affecting Latino Community Services, I will act in good faith and exercise my best efforts in the performance of my duties.

I will faithfully prepare for discussions and decisions that affect the association by reading information sent to me by the association officers and staff and by striving to be knowledgeable on issues of importance to the association and its members.

I will make decisions based on factual data rather than unsubstantiated opinions.

I will make decisions based on what is in the best interest of Latino Community Services, rather than any one group, individual, or special interest.

I will be honest in doing the work of the association and in speaking on behalf of Latino Community Services and its leadership in order to foster trust among the public.

I will respect my fellow Board members, acknowledging differences of opinion, providing for open and respectful discussion, and making decisions only after listening to all points of view and all available data.

I will publicly support the majority decisions made by the Board of Directors.

I will support and encourage participation in all Latino Community Services programs and events.

I will hold my own business to the highest standards of professionalism, quality, and integrity, because the manner in which I conduct my individual business affairs can affect the public image of Latino Community Services.



Confidentiality

I will not disclose, beyond its intended scope, any information which is marked, designated, or treated as confidential by the Board, officers, or staff and which I receive as a board members of Latino Community Services

I understand that my obligation to maintain confidentiality extends indefinitely beyond my term of office.

Signature of Board Member [DO NOT SIGN – FOR INFORMATION ONLY]

Date _____



Latino Community Services, Inc. Conflict of Interest Policy

Statement

No Board member or employee of Latino Community Services, Inc. shall use his or her position, or the knowledge gained there from, in such a manner that a conflict of interest of the organization or any of its affiliates and his or her personal interest arises.

Each Board member and employee has a duty to place the interest of Latino Community Services, Inc. foremost in any dealings with Latino Community Services, Inc. and has a continuing responsibility to comply with the requirements of this policy.

The conduct of personal business between any Board member, employee, or committee member and Latino Community Services, Inc. and any of its affiliates is prohibited unless first fully disclosed and then approved by the board.

Board members, committee members, or employees may not obtain for themselves, their relatives, or their friends a material interest of any kind from their association with Latino Community Services, Inc.

If a Board member, employee, or committee member has an interest in a proposed transaction with Latino Community Services, Inc. in the form of a significant personal financial interest in the transaction, or in any organizations involved in the transaction, or holds a position as a trustee, director, or officer in any such organization, he or she must make full disclosure of such interest before any discussion or negotiation of such transaction.

Any Board member, employee, or committee member who is aware of a potential conflict of interest with respect to any matter coming before the board, or any committee, is obligated to disclose such a conflict of interest to the entire board.

Disclosure

To implement this policy, board members, employees, and committee members of Latino Community Services, Inc. will submit an annual Disclosure form approved by the board, and if not previously disclosed, will disclose any conflict or potential conflict before any additional board or committee action is taken.

These Disclosure forms will be reviewed by the officers of the board, who will attempt to resolve any actual or potential conflict(s) and, in the absence of resolutions, refer all such matters to the Board of Directors.



Disclosure Form for the Board of Directors
[DO NOT FILL OUT – FOR INFORMATION ONLY]

Name: _____
Address: _____
Phone number(s): _____
Email address: _____
Employer: _____
Job Title: _____

Disclosure Policy: Include any situation, transaction, or relationship in which you have been or may be involved that could constitute a potential conflict of interest or the appearance of one. Even if you are uncertain about whether you should report a situation, transaction, or relationships, please include it.

Financial Interest: Yes___ No___

Please explain *Yes* answer by disclosing all positions or material financial interests which you or members of your immediate family (e.g. spouse, children, parents, siblings) hold in any outside for-profit or nonprofit concern from which Latino Community Services, Inc. secures or might secure goods or services. (Please attach additional pages as needed)

Outside Work: Yes___ No___

Please explain *Yes* answer by disclosing all outside positions held by you or members of your immediate family as an officer, trustee, director, or employee of a for-profit or nonprofit concern or whereby managerial or consulting services is rendered to any for-profit or nonprofit concern. (Please attach additional pages as needed)

Other: Yes___ No___

Please explain *Yes* by disclosing any other interest, relationship or affiliation of you or any member of your immediate family, which may be within the spirit (if not the letter) of the foregoing, keeping in mind the purpose of this questionnaire is to protect you and Latino Community Services from a charge of real or an apparent conflict of interest. Our goal is to avoid both impropriety and the appearance of impropriety. (Please attach additional pages as needed)



Certification

I certify that the information set forth on this Annual Board of Director Disclosure Form is complete and accurate to the best of my knowledge and I acknowledge my obligation to promptly inform Latino Community Services, Inc. of any material changes, to answer any questions the board may have, to withdraw from the meetings so long as the matter shall continue under discussion, and to refrain from voting on the matter.

Board Member Signature

Date

Board Member Name (Printed)

I certify that I have reviewed this disclosure statement for apparent conflict of interest issues or concerns.

Chair, Board of Directors Signature

Date

Chair, Board of Directors Name



Prospective Board Member Information Form

Please fill out this form and return to the attention of the LCS Board President, 184 Wethersfield Avenue, fax to (860) 728-3782, or email to lcs@lcs-ct.org

Name: _____
Address: _____
Phone number(s): _____
Email address: _____
Employer: _____
Job Title: _____

Why are you interested in serving on the board of Latino Community Services?

Please check off the knowledge, skills, and experience you believe you can bring to the Latino Community Services board of directors:

- Legal
- Finance: Budget, Oversight
- Finance: Investment
- Fund Development: Special Events
- Fund Development: Personal Solicitation
- Fund Development: Other Experience
- Strategic Planning
- Human Resources (HR): Personnel, etc
- Business Management
- Expertise in agency mission/services
- Marketing/Communications
- Governance
- Nonprofit Management
- Other (please list): _____

Thank you for your interest in Latino Community Services!