



ABOUT NEW ENGLAND LEARNING CENTER FOR WOMEN IN TRANSITION (NELCWIT)

The New England Learning Center for Women in Transition (NELCWIT) arose in response to the needs of local women and children experiencing domestic violence and abuse. In 1975, four women meeting around a kitchen table in New Salem outlined a plan to combine crisis intervention and safe shelter with ongoing advocacy and support for women navigating complex legal, vocational, and financial problems.

NELCWIT's first outreach office opened in 1976, operated by a staff of up to 22 volunteers offering crisis counseling and temporary shelters through a careful network of approximately a dozen private homes. In 1977, NELCWIT was incorporated as a non-profit multi-service center addressing the needs of women in major life transitions and in 1979, NELCWIT opened their first shelter for women and their children who had experienced abuse and needed to escape their immediate situation. In 1984, rape crisis services were expanded, increasing our public education efforts to prevent sexual violence and our capacity to assist survivors of sexual assault and incest.

Today, NELCWIT operates a 24/7 rape crisis/domestic violence crisis hotline and offers counseling and advocacy for survivors by appointment and during walk-in hours five days a week at our [Greenfield office](#). Counseling/advocacy is also available by appointment at our North Quabbin satellite office in Orange. NELCWIT participates in the [Domestic Violence Intervention Project \(DVIP\)](#) through the Northwestern District Attorney's Office, which connects survivors with NELCWIT advocates immediately following domestic violence police calls, and offers assistance with emergency court orders. NELCWIT's [SAFEPLAN](#) advocates work in both the Greenfield and Orange courts to support survivors with court appearances, paperwork, safety planning, and legal referrals. In 2001, NELCWIT opened the [Franklin County Children's Visitation Program \(FCCVP\)](#), which provides a safe and neutral space for supervised visitations in downtown Greenfield. The FCCVP office is also used for hosting our [Economic Empowerment Programs](#), which have included English classes, sewing classes, and the G.A.R.D.E.N. Project.

NELCWIT's services are free, and do not require insurance or proof of citizenship. Our services are available to survivors of all genders. We have bilingual English/Spanish speaking staff, as well as access to a multilingual interpreter program and TTY for use with deaf or hard of hearing clients. NELCWIT is committed to being [an anti-racist organization](#).

NELCWIT COMMITMENT AND RESPONSIBILITY OF BOARD MEMBERS

Being a board member of the NELCWIT is an opportunity to work with a group of committed individuals who are dedicated to ending domestic and sexual violence and all forms of oppression. NELCWIT seeks people to be on the Board who are committed to its mission, its values and to working for social justice with a particular emphasis on serving anyone who is a victim of sexual assault, child abuse or domestic violence. NELCWIT is striving to be a model multicultural and anti-racist organization. The Board of NELCWIT is a diverse collection of community members who represent various social and cultural groups, professions, life experiences and backgrounds.

BOARD MEMBERS COMMIT TO:

- A 2 year service term with the option of renewal
- Attending Board Meetings which are held monthly on a set day from 6-8 pm EST in the Pioneer Valley
- Serving on at least one Board Committee and attend committee meetings in addition to regular Board meetings. Members serve on committees that best suit their skills, experience and interest.
- Supporting the fundraising and development goals of the agency by serving on the fundraising committee or at least one event planning committee per year and participating in all development activities.
- Exercising a duty of reasonable care when making decisions as a steward of the organization, including a duty of loyalty demonstrated by an undivided allegiance when making decisions.
- Using sound board governance policies to ensure that the organization manages donated funds to fulfill the organization's mission.
Donating financially to the agency by
 - make a financial gift that is personally meaningful and
 - identify friends and allies who will also support NELCWIT either financially or with in-kind resources
- Supporting the work of the agency, where possible, in personal areas of expertise, including by not limited to, information technology, community outreach, facility management, legal guidance and marketing.
- Understanding and using the union contract to guide decisions for the agency.
- Being a goodwill ambassador/representative of the agency in the community.
- Preserving the confidentiality of matters pertaining to the agency including non-disclosure of personally identifying client information.

BOARD MEMBER STATEMENT OF INTEREST AND CREDENTIALS FOR CANDIDATES

Please submit this application along with your statement of interest and a copy of your resume

to: Beth Lux, President of the Board, balux@zurnsharpandheyman.com

or mail to

NELCWIT, ATTN: Beth Lux, Board of Directors

P.O. Box 520, Greenfield MA 01301

Listed below are a few questions to be completed in paragraph form for your application. Thank you for considering this important leadership opportunity!

If you need assistance with your response, and cannot write your answers, please contact NELCWIT for staff assistance in taking your application over the phone. Contact the Executive Director if you have other questions.

1. Name, agency, title, length of time employed.
2. Please describe your strengths in advancing the movement to end domestic and sexual violence.
3. Please describe your past and current board involvement with other organizations and give dates of service.
4. What strengths, skills and talents did you contribute while serving as a board member for other nonprofits?
5. Why do you wish to serve on the board of NELCWIT?
6. To honor the agency's commitment to anti-racism and diversity, it is important to consider the entire makeup of the Board. Please describe what aspects of your experience or background would bring diversity to the Board and NECLWIT. This information is optional.
7. Please add any additional information about yourself for us to consider regarding your candidacy.

NEWLCIT BOARD OF DIRECTORS APPLICATION

Name: _____

Current Employer: _____ Job Title: _____

Preferred Business Address: _____

Business Phone: _____

Home Address: _____

Cell or evening phone: _____ Email: _____

Birthdate: ____ / ____ (month & day only)

Please check all skill areas that you have experience with, or an interest in:

	EXPERIENCE	INTEREST	EXPLAIN EXPERIENCE (please use additional page)
FUNDRAISING			
COMMUNITY ENGAGEMENT			
STRATEGIC PLANNING			
FINANCIAL MANAGEMENT /BUDGETING			
PERSONNEL			
LEGAL/UNION/ LABOR LAW			
ANTI-RACISM WORK			
OTHER			

1. Is your agency willing to support your involvement on the NELCWIT Board? (This consists of a release of your time for 10-12 board meetings per year and other evening committee meetings)
2. Do you feel that you have the time to make the expected commitment of 10-12 meetings per year, in addition to committee meetings and special events? ____ yes ____ no
3. Have you ever been convicted of or plead no contest to a crime of physical or sexual abuse? ____ yes ____ no

Applicant Signature: _____ Date:

Fundraising Commitment: Each board member must be willing to contribute financially to the organization and assist in the fundraising efforts of NELCWIT. Board members are expected to give an annual monetary gift and asked to make the agency a priority in their personal giving. Board members are expected to be involved in fundraising by using their personal and business connections when appropriate, soliciting funds, by serving on fundraising committees, and attending events.

NELCWIT CONFLICT OF INTEREST PROCEDURES

Source: [IRS Guidance for 501\(c\)3 Nonprofits](#)

1. **Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. **Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, s/he shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. **Procedures for Addressing the Conflict of Interest**

A. An interested person may make a presentation at the governing board or committee meeting, but after the presentation s/he shall leave the meeting during the discussion of, and vote on, the transaction or arrangement involving the possible conflict of interest.

B. The chairperson of the governing committee or board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

C. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

D. If a more advantageous transaction or arrangement is not reasonable possible under circumstances not producing a conflict of interest, **the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether is it fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into this transaction or arrangement.**

Discussion items:

1. Does a conflict of interest exist?
2. Is there a more advantageous transaction or arrangement that does not produce a conflict of interest?

3. Is the transaction in the Organization's best interest, for its own benefit, and is fair and reasonable?

4. Motion to enter into transaction or arrangement with _____