



CIL of Northwest Florida

Empowering People with Disabilities to live their best lives.

Dear Prospective Board Member,

Thank you for your interest in Board Membership at CILNWF! Our Board of Directors are vital to our Mission by providing accountability and oversight of the Center, while helping promote the philosophy of independent living for people with disabilities.

In this packet you will find a brief description of CILNWF, a Board Member application, and a Board Member Roles and Responsibilities document.

Please complete the Board Member Application in entirety and return it along with a copy of your resume to info@cilnwf.org.

The Board President or I will contact you with the next steps after we review your application.

Thank you again for your interest in serving people with disabilities in our community!

Sincerely,

A handwritten signature in cursive script that reads "Carolyn Grawi, MSW, LCSW, LMSW, ACSW, ADAC".

Carolyn Grawi, MSW, LCSW, LMSW, ACSW, ADAC
Executive Director



Center for Independent Living of Northwest Florida

WHAT IS CILNWF?

CILNWF is a community-based, cross-disability, nonresidential, private, nonprofit agency. It is designed and operated within our local community by individuals with and without disabilities whose purpose it is to operate independent living programs. Its efforts maximize leadership, empowerment, independence, and integration for people with significant disabilities as they define their goals for independent living. In 1980 CILNWF was incorporated as a 501 (c) (3) organization in the State of Florida. The main office of CILNWF is in Pensacola, Florida and provides a wide array of services to people with significant disabilities in Escambia, Santa Rosa, Okaloosa and Walton Counties. According to the latest U. S. Census Bureau statistics over 10% of our total service area population are people with disabilities.

Description of Services:

Individual and Systems Advocacy:

- Promote positive change for and with individuals who have disabilities
- Work with consumers on self-advocacy assertiveness to promote personal empowerment
- Participate in systems advocacy activities in partnership with CILNWF consumers and community members to affect attitudinal and environmental change
- Regional Consultants for all five titles of the Americans with Disabilities Act (ADA)

Information and Referral:

- Provide information on any subject related to all types of disabilities
- Refer consumers to other agencies in our network to assist in gaining independence

Peer Mentor:

- Peer Counselors with disabilities serve as role models and share creative solutions to disability-related issues in a person's life.

Independent Living Skills Training:

- Staff members assist with innovative approaches to performing basic tasks that lead to independence, such as budgeting, resume writing, employment readiness assistance, and with Assistive Technology (AT).

Transition and Diversion:

- Facilitate the transition of youth who are individuals with significant disabilities, who were eligible for individualized education programs under section 614(d) of the Individuals with Disabilities Education Act (20 U.S.C. 1414(d)), and who have completed their secondary education or otherwise left school, to postsecondary life. Postsecondary life may include going to college or obtaining employment.
- Transition also focuses on assisting people with disabilities move out of nursing homes and other institutions into independent lifestyles of their choice; and, helping prevent people with disabilities from entering institutions.



APPLICANT INFORMATION			
Last Name		First	M.I.
Street Address		Home Phone	
City	State	ZIP	
Cell Phone	E-mail Address		
Occupation			
How did you hear about CIL?			
What is your interest in board service?			
Can you commit to regular attendance at bi-monthly board meetings?		YES	NO
BACKGROUND SCREENING: Prospective CILNWF Board members must successfully complete a Level II Background Screening as a condition of eligibility for board membership. Will you agree to take a Level II background screening (<u>at no cost to you</u>)?			
		YES	NO
DISABILITY STATUS: Per 45 CFR 1329.5 "Indicators of minimum compliance", Centers receiving funds from the Administration for Community Living must comply with Section 725(b)(1)(A) the Rehabilitation Act of 1973 as amended, which mandates that "The Center shall promote and practice the independent living philosophy of consumer control of the Center regarding decision making, service delivery, management and establishment of policy and direction of the Center. This means that the majority (at least 51%) of CIL board members and staff are to be people with disabilities.			
Self-identification of disability status is necessary to ensure compliance with federal standards and assurances that govern our programs. This information will be kept in your confidential board member file and will not be used for any other purpose.			
DEFINITION OF A DISABILITY: A person has a disability if he or she has a physical or mental impairment, which substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.			
Based on the definition above, do you have a disability?		YES	NO
CURRENT/PRIOR BOARD SERVICE			
<i>Please list any organizations with whom you have served in the capacity of board member.</i>			
Organization	Current Member?	YES	NO
Organization	Current Member?	YES	NO
Organization	Current Member?	YES	NO
Do you have time to give this organization?	YES	NO	
What is your understanding of the CIL mission?			

**Recruiting Board Members Composition Analysis:
What ways can you contribute to CILNWF?**

CILNWF 2020 BOARD COMPOSITION ANALYSIS		APPLICANT NAME: _____
Skills/Knowledge:		NOTES/ADDITIONAL INFORMATION
Accounting		
Admin/Management		
Advertising/Public Relations/Marketing		
Advocacy		
Banking/Finance/Investment		
Communications		
Computers/Technology		
Consulting		
Disability Experience		
Education/Trainer		
Engineering/Construction/Architecture		
Entrepreneurship/Retail/Sales		
Fund Raising		
Government		
Human Resources		
Insurance/Risk Management		
Legal		
Medical		
Non-Profit Director		
Operations		
Organizational Development		
Public Speaking		
Real Estate		
Research/Evaluation		
Strategic Planning		
Web Design Skills		
List Other Skill(s):		
Good Attendance		Place Y if you have 75% attendance
I make an annual donation		Y - if yes N - if No
Ambassador of the Center		Y if you think you are a good ambassador
*Please remember to include a copy of your resume		
Signature: _____		
Date: _____		

CIL of Northwest Florida (CILNWF) Board of Directors Roles and Responsibilities

1. Roles:

- a. Provide sanction and legitimacy to work for the CILNWF.
- b. Ensure financial stability and maintain accountability of the CILNWF through frequent review of CILNWF finances and financial policies.

2. Responsibilities

- a. The Board of Directors will adopt such rules and regulations as may be necessary to carry out its responsibilities and provide for the effective administration of the affairs of the organization.
- b. The Board of Directors will establish policies and procedures to ensure safekeeping, maintenance, and use of its assets.
- c. The Board will delegate to an Executive Committee the authority to act for the Board between meetings.
- d. The Board of Directors will endeavor to understand the independent living philosophy and maintain an awareness of changing needs in the communities we serve.
- e. The Board of Directors will participate in development of a Strategic Plan that will outline the activities of the CILNWF to ensure consistency with the CILNWF Mission and State Plan for Independent Living.

3. Duties:

- Recruitment and election of members to fill open seats on the Board, including the acceptance of new members.
- Maintain a minimum of 51% of membership on the Board of persons with disabilities.
- Election of officers of the organization.
- Establishment of committees and appointment of members and chairpersons as appropriate.
- *Participate in online and other required board training opportunities (in accessible format as needed).
- Attend and participate in board and committee meetings, vote as needed
- Read agenda items and provide comments as needed
- Be respectful when engaging in discussions
- Read and understand CILNWF By-laws.
- Develop and maintain CILNWF Board Member Manual.
- Employment of the Executive Director and the determination of compensation and benefits;
- Assure completion of an annual performance evaluation of the Executive Director.
- Termination of Executive Director by 2/3 vote.
- Review and approval of the Annual Budget and any changes or amendments deemed necessary.
- Attend special events (fundraising events)
- Refrain from disclosure of confidential information about CILNWF or the consumers who receive services.

- Be available, at least by telephone, to address unexpected problems.
- Maintain Conflict of Interest Policy and disclose conflicts of interest.
- Review and approve all CIL policies and changes to policies.
- Approve the selection of bank(s) for CILNWF to use.
- Engagement of an accounting firm to conduct an annual audit.
- Provide Directors and Officers Insurance for Board Members
- Retain legal counsel for CILNWF.
- Award contracts to vendors.
- Encourage appropriate non-board individuals to serve on special committees.
- Recognize community members for their contributions.

4. Qualifications – CILNWF Board Members shall:

- Be individuals of high moral character with demonstrated leadership.
- Possess a strong commitment to the organization's objectives.
- Reside, have interests, influences or connections within the CILNWF service area.
- Possess skills in areas of need (fundraising, management, law, public relations, disability issues, etc.) and/or be a person with a disability who is interested in representing their peers.
- Can pass a Level II background screening.

*Required trainings for all CILNWF Board Members within 1st year of Board membership:

Foundations of Independent Living Series:

<http://www.ilru.org/training/foundations-independent-living-series>

Responsibilities of CIL Boards of Directors:

<http://www.ilru.org/training/cil-boards-directors-series>

In addition, all CILNWF Board Members will complete at least one CIL-related training per year. The CILNWF Executive Director will inform the CILNWF Board Members of upcoming training opportunities as they become available.

If alternative formats or access to the Internet are needed, please contact the CILNWF Executive Director to make arrangements.

The ILRU online courses provide a test at the end of each course. A test score of 70 is considered passing and allows printing of a certificate of completion. Please print the certificates and submit to the Executive Director to include in your Board file. If you need assistance with successfully completing any of the ILRU online courses, please contact the Executive Director.