



Please save the blank form first. Then fill out and send it to [psga@grantwriters.org](mailto:psga@grantwriters.org). (It can be filled out and saved with Adobe Reader or Preview; or handwritten and scanned.) If you have questions, please contact the office.

Email: [psga@grantwriters.org](mailto:psga@grantwriters.org)  
<https://www.grantwriters.org>

Phone: 360-867-8815

## PSGA Board Nomination Form

Thank you for your interest! Please fill out this form and attach a resume or bio of your nominee, so our selection committee has up-to-date information. If nominating a colleague, please contact the person for consent before you submit a form. The form can be filled out by you or jointly by you and your nominee. **You are welcome to nominate yourself.**

Nomination does not guarantee a formal invitation to serve. A ballot is developed by the Board based on assessment of current needs. The Board is then elected by the PSGA membership in January.

### When you submit this nomination form, please make sure:

- Your nominee is a current PSGA member. (Nonmembers are not eligible for nomination.)
- Your nominee understands the responsibilities and expectations of serving on the PSGA Board. (Job description is included.)
- Your nominee agrees to be nominated.
- Attach a copy of your nominee's resume or bio.

**Submission Date:** \_\_\_\_\_

**Name of Person Nominating:** \_\_\_\_\_

Title/Position/Freelance: \_\_\_\_\_

Organization: \_\_\_\_\_

Organization's Website: \_\_\_\_\_

Work Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Are you a PSGA member? Current \_\_\_\_\_ Former \_\_\_\_\_ Not a member at any time \_\_\_\_\_

**Name of Nominee:** \_\_\_\_\_

Title/Position/Freelance: \_\_\_\_\_

Organization: \_\_\_\_\_

Organization's Website: \_\_\_\_\_

Work Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Day Phone: \_\_\_\_\_

**Please tell us why you are making a nomination and how you know your nominee. If you are nominating yourself, please tell us what you hope to bring to PSGA as a Board member. You are welcome to use more than the initially available space (attach additional page).**

**More Information about Your Nominee: OPTIONAL**

**Roles/Experience** (Check all applicable):

<input type="checkbox"/> Consultant/Freelancer	<input type="checkbox"/> Religious org (as staffer)	<input type="checkbox"/> Housing
<input type="checkbox"/> Community Volunteer	<input type="checkbox"/> Retired/Almost Retired	<input type="checkbox"/> Arts, Culture, Heritage
<input type="checkbox"/> Government (as staffer)	<input type="checkbox"/> Environment	<input type="checkbox"/> Education
<input type="checkbox"/> Education org (as staffer)	<input type="checkbox"/> Health & Human Services	<input type="checkbox"/> International
<input type="checkbox"/> Corporation (as staffer)	<input type="checkbox"/> Medical, Research	<input type="checkbox"/> Corp/Foundation Relations
<input type="checkbox"/> Foundation (as staffer)	<input type="checkbox"/> Social Justice	<input type="checkbox"/> Government Relations

Other, please specify \_\_\_\_\_

**Expertise and/or Interest** (Check 1st box for Expertise, 2nd for Interest, or both, as applicable):

<input type="checkbox"/> <input type="checkbox"/> Grantwriting	<input type="checkbox"/> <input type="checkbox"/> Special Events	<input type="checkbox"/> <input type="checkbox"/> Project Management
<input type="checkbox"/> <input type="checkbox"/> Prospect Research	<input type="checkbox"/> <input type="checkbox"/> Finance	<input type="checkbox"/> <input type="checkbox"/> Membership
<input type="checkbox"/> <input type="checkbox"/> Capital Campaigns	<input type="checkbox"/> <input type="checkbox"/> Evaluation/Surveys	<input type="checkbox"/> <input type="checkbox"/> Marketing/Pub Relations
<input type="checkbox"/> <input type="checkbox"/> Grant Management	<input type="checkbox"/> <input type="checkbox"/> Volunteer Management	<input type="checkbox"/> <input type="checkbox"/> Web/Social Media
<input type="checkbox"/> <input type="checkbox"/> Grantmaking	<input type="checkbox"/> <input type="checkbox"/> Board Development	<input type="checkbox"/> <input type="checkbox"/> Fundraising
<input type="checkbox"/> <input type="checkbox"/> Sponsorship acquisition	<input type="checkbox"/> <input type="checkbox"/> Diversity, Equity, Inclusion, and Accessibility issues	

Other, please specify \_\_\_\_\_

**Gender:** \_\_\_\_\_

**Generation (Baby boomer, Millennials, etc.):** \_\_\_\_\_

**Other Information You Would Like to Share with Us:**

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## **Puget Sound Grantwriters Association Board of Directors: Director Job Description**

### Qualifications:

Must be PSGA member in good standing

Demonstrate skills, interests and/or background relevant to this Job Description

### Term of Office:

Elected for a two-year term in January

### Duties and Responsibilities:

- Determine mission and policy for PSGA
- Enhance the organization's public standing, clearly articulating the mission, accomplishments and goals to the public and garnering support from the community
- Provide financial oversight; ensure adequate resources
- Ensure legal and ethical integrity; maintain accountability
- Recruit and orient new Board members, periodically assessing Board performance
- Actively encourage and support leadership development among PSGA members
- Ensure organizational planning, actively participating in planning process and assisting with implementing and monitoring progress on goals
- Determine, monitor and strengthen PSGA's programs and services, making sure they are consistent with the mission, and monitoring effectiveness
- Oversee and lead the planning of programs, conferences and training sessions through committee structure to assure consistent high quality
- Support recruiting sponsors and/or speakers for lunchtime programs, Funders Forums, training sessions, and other events, as needed

### Expectations:

- Be a dues-paying member of PSGA
- Attend bimonthly Board meetings; bylaws indicate expectation of 70% attendance record
- Attend an annual planning retreat
- Attend PSGA programs, conferences, and events and represent the leadership by welcoming and connecting with the participants
- Serve productively on a minimum of one committee
- Recruit volunteers to serve on committees
- Time commitment: 2 hours every other month for Board meetings; 3-5 hours a month for Board committee participation (will vary by committee and time of year); 5-6 hours for annual retreat.