



Board Member Brochure

Mission Statement

St. Andrew's Place is a nonprofit organization existing for the purpose of providing permanent residence, ensuring basic necessities, care, socialization, training, and maintenance skills for adults with mental retardation. We help our residents fully integrate into the community to ensure the right to enjoy life and make a positive contribution to society.

History

St. Andrew's Place is a nonprofit corporation established in 1973, as a ministry of St. Andrew's Episcopal Church in Birmingham, Alabama, in response to the need for community residences for clients of the state deinstitutionalized mental health system. With help from the Episcopal Diocese of Alabama, the program located three large homes within walking distance of St. Andrew's Church that were easily converted to group home use. The program began operations with 21 residents and over the years has grown to accommodate over 30 residents.



St. Andrew's Place is committed to influencing changes in attitudes and behavior among its employees and the community toward those who carry the label of mental retardation. St. Andrew's Place seeks, above all, to obtain each individual the right to respect as a person. Our residents have the right to enjoy life and make a positive contribution to society. St. Andrew's Place is dedicated to applying SRV principles that provide the residents with opportunities and responsibilities that are as close to "normal" as possible. Some ways this occurs are planned vacations, personalized homes and bedrooms, individual checking accounts, homes integrated into regular neighborhoods, weekly activities and events of the resident's choice, daytime programs, and employment in the community.

Board Member Duties

Prepare for and participate in the discussions and the deliberations of the board.

Be willing to serve on at least one committee and actively participate.

Be willing to commit 5 hours per month (including board preparation, meeting and committee meeting time) to the business of St. Andrew's Place.

Be willing to donate an annual charitable contribution to the organization.

Foster a positive working relationship with other board members and St. Andrew's Place staff.

Be a strong advocate for St. Andrew's Place within the community.

Be willing to solicit others to volunteer time and money and other assistance to St. Andrew's Place.

Be accountable to the funders for the services provided and funds expended.

Be aware of and abstain from any conflict of interest.

Chairman of the Board

Duties listed for Board Members

Lead board meetings.

Be willing to make a time commitment of at least 5-8 hours per month, including board prep, meeting, and committee meeting time to the business of St. Andrew's Place.

Be a visionary, organizer, planner and implementer of the strategic plan of St. Andrew's Place.

Report to the board on the status of major programs including progress in achieving short term and long term organizational goals.

Interview and recruit new board members.

Interact with the vestry of St. Andrew's parish.

Has the authority to appoint committees of the board.

Vice Chairman of the Board

Same duties as listed above for the Chairman or a subset of those duties as determined by the Chairman of the Board.

Lead Board meetings in the absence of the Chairman of the Board.

Lead special committees, projects, planning sessions, etc.

Secretary of the Board

Duties listed for Board Members

Take meeting minutes during board meetings. Prepare these minutes and distribute them to the board and Executive Director via e-mail.

Be responsible for keeping the official records of the board.

Be responsible for all "official" written correspondence of the board.

Long Range Goals

Continue providing a safe, clean, comfortable environment for our permanent residents.

Continue providing a well-trained, motivated staff with as little staff turnover as possible.

Provide opportunities for our residents to experience life and to realize their fullest potential.

Explore opportunities for growth of the organization to better serve the community.

Committees

Fundraising Committee – *Develops a fundraising strategy to ensure the continued existence of the agency including future projects, initiatives, and long-term maintenance.*

Quality of Life Committee - *How to best improve the quality of life of our residence. This committee will determine how to promote a mentor or friends of the community program to provide for more personal one-on-one contact for our residence. Organizing cook-outs, trips, etc. or other social functions for our residents.*

Growth Potential Committee - *Ongoing study of expanding our agency to better serve the community.*

Building Committee – *To ensure that our buildings remain in as good of condition as possible. Work with a professional inspector to review our buildings once per year.*

Rev. 04/28/06

1024 12th St. S.
Birmingham, AL 35205
205.322.4439
205.322.4467 fax
www.saintandrewsplace.org