

**THE DENVER CENTER FOR CRIME VICTIMS**  
**Getting To Know The Denver Center for Crime Victims**

**I. Mission Statement**

The purpose of The Denver Center for Crime Victims is to assist victims and provide crime prevention education. A victim is defined for this purpose to be an individual who has been directly or indirectly injured by another's criminal act resulting in physical, psychological, social, or economic harm. Included in this definition are persons victimized as a result of age, gender, ethnicity, religion, sexual orientation, disability or national origin.

**II. Responsibilities of Board Membership**

Legally, DCCV:

- Has filed articles of incorporation.
- Has bylaws.
- Is a 501(c)(3) tax-exempt organization.
- Keeps all financial and legal documents for five years.
- Complies with all laws.
- Keeps minutes of all board meetings.
- Conducts an annual audit.
- Evaluates the Executive Director on an annual basis.

Fiscally, DCCV:

- Expects members to participate in fundraising.
- Has a financial development plan.
- Expects members to be responsible for obtaining and managing finances.
- Expects the Treasurer and Director to make investment recommendations.
- Approves contracts.
- Approves wage scales and fringe benefits.
- Reviews financial statements at board meetings.
- Expects members to make an annual financial pledge.
- Expects members to sponsor, purchase tickets or solicit silent auction items for DCCV fundraising events.

Regarding Planning, DCCV:

- Expects members to set long-range goals.
- Expects committees to establish annual objectives.
- Holds an annual retreat.

Regarding Board Maintenance, DCCV:

- Has a development committee that screens and nominates new members to fill vacancies and prepare a slate of offices for annual elections.
- Reviews a profile of board members on an ongoing basis to maintain diversity of membership.
- Expects members to assist the committee in recruiting new members.
- Provides an orientation, training, and a manual for all new members.

Regarding Personnel, DCCV:

- Selects, monitors and evaluates the Executive Director.
- Delegates to the Executive Director the responsibility for hiring, training, evaluating and retaining staff, as well as program operation and development.
- Has developed and approved sound personnel policies.

Regarding Policy and Decision-making, DCCV:

- Is responsible for making policies, ensuring the agency follows the policies and revises the policies as needed.
- Encourages thoughtful decision making from members on policy decisions.
- Mails agenda, minutes, and financial statements, to board members prior to board meetings.
- Allocates time for committee reports at each meeting.
- Asks each board member to bring their interests and ideas to the organization.

Regarding Marketing/ Public Relations, DCCV:

- Asks each board member to educate, inform, recruit support and act as goodwill ambassadors to the community.

**THE DENVER CENTER FOR CRIME VICTIMS**  
**Expectations Of Board Members**

**Code of Ethics**

Board members are expected to abide by the Code of Ethics adopted by and for this Board. The Code of Ethics exists as an honor code and guideline of conduct for Board Members.

**Confidentiality**

Respect the confidence of persons involved with this program, other Board members, staff, volunteers and victims. This is not to restrict you from discussing and promoting the Center but to eliminate discussion of matters concerning the internal matters of the Center, its Board, its clients and staff with members of the community.

**Dependability**

You are asked to carry out the assigned duties you take on as a Board Member to the best of your ability. The Center depends on your commitment of time and energy. Every effort should be made to notify board leader(s) of anticipated and unexpected absences.

**Acceptance of All People**

The Denver Center for Crime Victims will not practice or tolerate any form of discrimination. Beyond that is the need for Board members who can see all people as individuals to be respected and treated fairly, regardless of their sexual orientation, racial, gender, ethnic, religious and/or economic background. This is our EEO Statement.

**Cooperation/ Conflict Resolution**

The employed staff remains accountable for the work being done. If you encounter any problems regarding the Center, please contact the Executive Director or Board President to address the problem promptly. You will be expected to work under the rules, which govern this Board's operation and maintain a professional standard of cooperation.

## **Communication**

You are encouraged to contact the Executive Director regarding information concerning the Center. Open lines of communication are encouraged between Board Members to foster a free-flow exchange of ideas and concerns regarding the Center. Good communication is the key to the success and productivity of group dynamics, and Board members are encouraged to preserve healthy communications.

## **Board Meetings**

Board Members are expected to have active attendance at Board meetings plus participate on a committee. It is a Board Member's responsibility to make Board leaders aware of absences. Board Members may also be asked to attend special and/or emergency board meetings in addition to regular monthly meetings.

## **Committee Chair**

The Chair of each committee is responsible for notifying Members of meetings and for making sure that minutes and attendance records are kept.

**THE DENVER CENTER FOR CRIME VICTIMS**  
**Job Description**

**JOB TITLE:** Member of Board of Directors

**PURPOSE:** Board members have the overall legal and fiduciary responsibility for the organization. They are charged with supervision and oversight to ensure that the agency is operating in accordance with its mission.

**REPORTS TO:** Entire Board of Directors

**TERM LENGTH:** Two years

**RESPONSIBILITIES:**

1. Attend board meetings.
2. Serve on at least one committee and attend those meetings.
3. Contribute annual cash financial gift.
4. Host a pitch party for potential contacts and new donors for DCCV.
5. Actively participate in fund raising activities.
6. Be aware of and take all responsibilities seriously (legal, financial, planning, continuity, evaluation, selection and evaluation of Executive Director).
7. Perform oversight and be aware of all aspects of organization.
8. Actively participate in decision-making.
9. Be willing to assume leadership positions.
10. Be a team player.
11. Be knowledgeable about The Denver Center for Crime Victims.
12. Be a goodwill ambassador to the Denver community.

**QUALIFICATIONS:** Good communication and oral presentation skills, initiative, integrity, analytical ability, sensitivity, leadership, good decision making ability, planning skills, and the ability to organize and monitor work.

DCCV is an equal opportunity employer. As such, reasonable accommodations for persons with disabilities will be made in compliance with the Americans with Disabilities Act (ADA).

**THE DENVER CENTER FOR CRIME VICTIMS**  
**Code Of Ethics**

**As a member of the Board of Directors, I will:**

- A. Inform myself of the duties and functions of the Board by familiarizing myself with the Board of Directors manual and the Bylaws of the organization.
- B. Recognize that it is my responsibility, together with all Board members, to see that the program and staff of The Denver Center for Crime Victims are properly administered through its Executive Director.
- C. Transact The Denver Center for Crime Victims business only at open meetings of the Board of Directors or appropriate committee sessions.

**In performing the proper function of a Board member, I will:**

- A. Function in meeting the responsibility that is mine as a member of a policy-forming body.
- B. Help formulate and adopt policies, plans and operating guidelines in order to provide the Executive Director with a framework within which she/he may administer The Denver Center for Crime Victims programs and staff.

**In order to vote intelligently on business brought before the Board, I will:**

- A. Study all information presented to me beforehand.
- B. Listen to recommendations made and opinions expressed.
- C. Fully discuss and question, if necessary, recommendations and information.
- D. Request additional information, if needed for deliberation, from the Executive Director.

**In working with other Board members, I will:**

- A. Respect their right to have and express opinions and views.
- B. Recognize that authority rests with the Board in legal sessions.
- C. Make decisions and vote only after all sides of debatable questions have been presented.

**In meeting my responsibilities, I will:**

- A. Attempt to appraise the present and future program and the needs of my community regarding the issue of victims of crime.
- B. Attempt to obtain adequate funding in order to meet those needs.
- C. Insist that business transactions of DCCV be on an ethical, open and aboveboard basis.

**In working with the Executive Director, I will:**

- A. Delegate details of Board action to the Executive Director.
- B. Realize that the Executive Director is responsible for herself/himself, the staff and program to the collective membership of the Board.
- C. Allow the Executive Director to act as a communication link between the staff and the Board by requesting timely, accurate and concise information including:
  - Progress reports on effects of Board policies and planning.
  - Recommendations concerning the needs of the agency on budget, personnel, facility and program.
  - Any information that will assist the board in performing its duties.
- D. Give Executive Director counsel and advice.
- E. Refer any complaints, personnel or program criticism to the Executive Director.
- F. Provide adequate safeguards for the Executive Director and staff so that they may perform their duties on a professional level.

\_\_\_\_\_

Member, Board of Directors

\_\_\_\_\_

Date

\_\_\_\_\_

President, Board of Directors

\_\_\_\_\_

Date

**THE DENVER CENTER FOR CRIME VICTIMS  
BOARD MEMBER CANDIDATE  
(Confidential)**

Please complete or attach resume

NAME: \_\_\_\_\_

ADDRESS: (Home) \_\_\_\_\_

(Work) \_\_\_\_\_

(E-mail) \_\_\_\_\_

PHONE: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

(Fax) \_\_\_\_\_ (Cell) \_\_\_\_\_

OCCUPATION & POSITION: \_\_\_\_\_

EDUCATION: \_\_\_\_\_

MEMBERSHIPS & CIVIC APPOINTMENTS (associations, clubs, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reason(s) for your interest in our organization and ways in which you feel you can contribute:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Expertise/ Skills/Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Candidate Signature