



**THE REFERRAL CENTER**

FOR ALCOHOL & DRUG SERVICES  
OF CENTRAL OKLAHOMA

1215 N.W. 25<sup>th</sup> Street · Oklahoma City, OK 73106 · (405) 525-2525 · F (405) 525-3108 · www.trcok.com

**PROFILE FOR PROSPECTIVE MEMBERS OF THE BOARD OF DIRECTORS**

1. Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. State: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

4. Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

5. Work phone: \_\_\_\_\_ Preferred contact: \_\_\_\_\_

6. E-mail address: \_\_\_\_\_

7. Occupation: \_\_\_\_\_

8. Employer: \_\_\_\_\_

9. Age: \_\_\_\_\_ Race or ethnic origin: \_\_\_\_\_

10. Please list any organizations (community service and/or substance abuse agencies, churches, etc.) that you and/or family members have an affiliation. If applicable, include elective or appointed office/title.

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

11. Have you received specialized training or do you have any specific knowledge concerning the field of substance abuse/addiction or co-occurring disorders? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please explain your training or knowledge:  
\_\_\_\_\_  
\_\_\_\_\_

**PROFILE FOR PROSPECTIVE MEMBERS OF THE BOARD OF DIRECTORS (continued)**

12. Briefly state the reason(s) you are interested in serving on the Board of Directors of the Referral Center:

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13. Please explain how you were recruited to become a candidate for Board membership (please indicate the name of the Board member who sought your involvement):

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Current Board member's name: \_\_\_\_\_

14. During your recruitment, was it clearly explained that you must:

A. Attend 50% of all scheduled Board meetings each fiscal year? Yes \_\_\_\_\_ No \_\_\_\_\_

1. Board meetings are held on the last Thursday of each month? Yes \_\_\_\_\_ No \_\_\_\_\_

2. Meetings begin at 6:00 pm and (may) end as late as 9:00? Yes \_\_\_\_\_ No \_\_\_\_\_

B. Attend 50% of all scheduled Board meetings each fiscal year or you shall be dismissed from Board membership? Yes \_\_\_\_\_ No \_\_\_\_\_

C. Contribute financially &/or participate in fundraising activities? Yes \_\_\_\_\_ No \_\_\_\_\_

15. The eligibility criteria for Board members (as per the organization's Bylaws) states:

In order to serve as a member of the Board of Directors of The Referral Center, an individual shall reside within the Central Oklahoma service area and shall have demonstrated an interest in and an understanding of the problems of alcohol and drug abuse. Such individual shall not at the same time of election or appointment to the Board, or during service thereupon, be considered a "service provider", i.e., one who receives more than ten (10%) of the family gross income from the provision of a mental health, alcohol or drug abuse service, regardless of source of funding.

By this definition, would you or anyone in your family be considered a "service provider?"

Yes \_\_\_\_\_ No \_\_\_\_\_

**THANK YOU!**  
**YOUR ANSWERS WILL BE KEPT CONFIDENTIAL**

## Board Member Agreement

**As a Board member of TRC, I am fully committed and dedicated to the mission and**

**pledge to carry out this mission. I \_\_\_\_\_ understand that my**

(Print Your Name)

**duties and responsibilities include the following:**

1. I am fiscally responsible, with other Board members, for this organization. I will know our budget and take an active role in reviewing, approving and monitoring the budget and fundraising required to meet it.
2. I know my legal responsibilities for this organization and those of my fellow Board members. I am responsible to know and oversee the implementation of policies and programs.
3. I accept the Bylaws, policy and procedure manuals and understand that I am morally/ethically responsible for the health and wellbeing of this organization.
4. I will give, what is for me, a substantial financial donation annually to the organization. I may give this as a one-time donation each year, or I may pledge to donate smaller amounts throughout the fiscal year.
5. I will actively participate in fundraising activities for this organization annually. My level of activity may include individual solicitation, undertaking specific events, phone calls or written appeals, and the like. I am making a good faith agreement to do my best and raise as much money as I can.
6. I will actively promote TRC and encourage and support its staff.
7. I will attend monthly Board meetings, be available for phone consultation and serve on at least one committee. If I cannot meet these obligations, I will offer my resignation.
8. In signing this document, I understand that no quotas are being set, no rigid standards of measurement and achievement are being formed (other than Board meeting annual attendance requirements). Every Board member makes a personal statement in good faith to work together to achieve the organization's goals. We trust each other to carry out the above stated agreement to the best of our ability.

**If I am unable to fulfill the above mentioned duties/responsibilities,  
I will voluntarily resign my membership.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Chair