

APPLICATION AARP FOUNDATION BOARD OF DIRECTORS CLASS OF 2020

AARP Foundation envisions a country free of poverty where no older person feels vulnerable. AARP Foundation works to end senior poverty by helping vulnerable older adults build economic opportunity and social connections. As AARP's charitable affiliate, we serve AARP members and nonmembers alike. Bolstered by vigorous legal advocacy, we spark bold, innovative solutions that foster resilience, strengthen communities and restore hope.

AARP Foundation programs are funded by grants, tax-deductible contributions and AARP. For more information about AARP Foundation, please visit www.aarpfoundation.org.

AARP Foundation is seeking applicants to fill positions on the AARP Foundation Board of Directors, Class of 2020 (term of service: 2018-2020). Qualified applicants should be experienced leaders who are creative, understand complexity, are open to new and challenging concepts, and have the ability and time to serve the AARP Foundation. Additionally, AARP Foundation desires individuals who reflect diversity including, but not limited to, age, gender, sexual orientation, geography, economic status, disability and ethnicity.

The following general qualifications are essential to be a member of AARP Foundation's Board of Directors:

Knowledge and Experience: A blend of knowledge, skills and relevant experiences in areas such as technology, legal, development, business and finance, marketing/public relations. Applicants with knowledge and/or experience related to senior poverty, economic opportunity and social connectedness will have an additional significant impact.

Fundraising Experience and Capacity & Propensity to Give. Ability and willingness to contribute financially that reflects your capacity and personal commitment to give, and to provide personal contacts and influence to help the Foundation achieve its mission and goals.

Governance Skills and Abilities. Experience in governing and policy development, which includes providing strategic direction, monitoring organizational effectiveness, overseeing financial and budgetary issues, and determining critical programmatic policies and directions.

Leadership Experience. Leadership experience as a member of one or more relevant non-profit or for-profit governing boards with similar goals, or comparable leadership experience.

Dedication to AARP Foundation's Goals and Values. Demonstrate genuine interest and/or experience in the vision, mission, values and strategic direction of AARP Foundation. AARP Foundation is committed to diversity and inclusion in all our policies, plans, programs, services, relationships, and operations.

AARP FOUNDATION BOARD OF DIRECTORS BOARD MEMBER REPRESENTATIVE DUTIES

The AARP Foundation Board of Directors is responsible for overseeing the finances and activities of the Foundation. The Board of Directors is comprised of up to ten members-including Chair, Vice Chair, and Secretary/Treasurer.

The Board determines, demands, and assures appropriate organizational performance. This includes fulfilling the mission of the organization, determining its future direction, and assuring the organization's fiscal health. A Board Member is expected to attend a minimum of three Board Meetings per year and to participate in committees and other activities as needed.

Some of the major responsibilities of an AARP Foundation Board Member are to:

- Ensure appropriate linkage between the work of the Foundation's programs and the mission and goals of AARP Foundation;
- Ensure the highest ethical and professional standards are being applied in the handling and use of funds raised for programmatic activities;
- Provide philanthropic support through personal giving and by drawing on sphere of influence to benefit the Foundation;
- Ensure appropriate controls are in place between AARP Foundation and AARP in compliance with all laws governing 501(c)3 organizations;
- Approve plan and budget, and monitor finances;
- Evaluate the Foundation President's performance.

APPLICATION INSTRUCTIONS

If you do not apply online, your application & 2 references must be e-mailed, faxed, or postmarked by February 19, 2018 to:

**Tyler Schmith
AARP Foundation
601 E Street NW room A4-306
Washington, DC 20049
Fax: 202-434-3196
tschmith@aarp.org**

Applicants are encouraged to submit a recent bio and resume/CV with their applications. Please note a recent resume or CV may be used in lieu of sections I – IV if applicable.

For additional information (including 2016 Annual Report) visit our website at www.aarp.org/foundation or call or e-mail us at:

**Phone: 202-434-2292
E-mail: tschmith@aarp.org**

**APPLICATION FORM
AARP FOUNDATION BOARD OF DIRECTORS
CLASS OF 2020**

APPLICANT NAME: _____

ADDRESS: _____

PHONE: _____ | _____
Day Evening

E-MAIL _____
E-Mail

I. EMPLOYMENT EXPERIENCE

List in chronological order beginning with current or most recent position.

Position/Title	Organization*	From / To
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1. _____

2. _____

3. _____

4. _____

Other Positions _____

**Please spell out complete name; no abbreviations/acronyms*

II. VOLUNTEER EXPERIENCE

Position/Title	Organization*	From / To
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
Other Volunteer Positions _____		

**Please spell out complete name; no abbreviations/acronyms*

III. EDUCATIONAL BACKGROUND

List highest level of education beginning with most recent.

Institution	Degree/Field	Year
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

IV. SIGNIFICANT HONORS, AWARDS, SPECIAL RECOGNITIONS

Organization*	Honor/Award	Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please spell out complete name; no abbreviations/acronyms*

V. APPLICANT SELF-EVALUATION

Please explain how your knowledge and experiences might qualify you as an AARP Foundation Board Member by addressing how you have demonstrated the following criteria:

(Use a maximum of one page –minimum 10 pt. font—for each criterion.)

- 1. Experience and/or Knowledge related to Vulnerable Populations**
- 2. Fundraising/Philanthropic Experience**
- 3. Governance Skills**
- 4. Leadership Skills**

Please explain how the AARP Foundation Board of Directors would benefit from your participation as a Board Member.

(Use a maximum of one page –minimum 10 pt. font.)

HOW DID YOU LEARN OF THIS OPPORTUNITY?

Please tell us where you learned of the application process for the AARP Foundation Board of Directors:

___ AARP or AARP FDN Website

___ AARP or AARP FDN Staff

___ AARP or AARP FDN Board Member

___ AARP or AARP FDN Volunteer

___ AARP or AARP FDN Publications

___ AARP State Office

___ Other: _____

ACCEPTANCE OF CANDIDACY

If selected as a final candidate to the AARP Foundation Board of Directors, I agree to a background check and am willing to serve, at minimum, a two-year term ending in 2020

In addition I understand the time commitment involved in being an AARP Foundation Director: As part of a working board, members can expect to be busy a minimum 10 days a year (not including travel and preparation time), and as many as 20 days a year, depending on a board member’s desired level of involvement with committees. Board members must travel and participate in board meetings, committee meetings and other events throughout the country. Board members will be expected to attend three out of four board meetings each year. While this is an unpaid position, AARP Foundation reimburses all travel and subsistence expenses in connection with AARP Foundation work.

Applicant’s Signature: _____

NOTE: Each applicant MUST supply two letters of reference as part of their application. Please ask your reference to email letters to: tschmith@aarp.org

IMPORTANT DATES

- January 2018----- Application process opens
- February 19, 2018----- Application process closes
- March/April 2018 -----Interviews of Finalist Candidates
- May 2018 ----- Appointment of New Board Members