

# Board Member Recruitment Packet

## Vernon Memorial Healthcare Foundation

### Mission Statement

Vernon Memorial Healthcare Foundation is dedicated to supporting the programs, services, facilities and education which enhance the accessibility to quality healthcare and wellness in the communities served by Vernon Memorial Healthcare.



#### Caring for the Community

Providing opportunities for innovative care close to home.



#### Enhancing Quality Healthcare

Funding projects and equipment for patients of Vernon Memorial Healthcare



#### Educating our Future

Supporting Education for Healthcare and Wellness Careers

### About the Foundation

Since its founding in 1985, Vernon Memorial Healthcare Foundation has served as a link between philanthropy and opportunities to enhance local health care. Generous community support has allowed the foundation to support many programs and services at Vernon Memorial Healthcare that would not have been possible otherwise.

Under the guidance of its Board of Directors, Vernon Memorial Healthcare Foundation coordinates fundraising efforts, acts as a steward for all gifts received, awards scholarships, and provides funds to important projects and services at Vernon Memorial Healthcare.

VMH Foundation is comprised of community leaders committed to making decisions that secure the future needs of Vernon Memorial Healthcare. The Foundation financially supports Vernon Memorial Healthcare projects based upon the needs of the community.

### Gift Acceptance

Vernon Memorial Healthcare Foundation is a non-profit organization that has been recognized under section 501 (c) 3 of the Internal Revenue Code. Vernon Memorial Healthcare Foundation encourages the solicitation and acceptance of gifts.

The role of the foundation's volunteer and staff is to inform and assist donors in fulfilling their philanthropic wishes, but never with undue pressure or persuasion.

In accepting or declining any such gift, the Foundation Board must at all times make decisions that are in the best interest of both Vernon Memorial Healthcare and the community it serves.

The majority of donations to Vernon Memorial Healthcare Foundation are memorial gifts, annual giving, and fundraisers. The Foundation accepts unrestricted and restricted gifts in the form of cash, endowment funds, appreciated securities, real estate and tangible personal property, in-kind and planned gifts.



**Vernon  
Memorial  
Healthcare  
Foundation**

Vernon Memorial Healthcare Foundation

507 S. Main Street, Viroqua, WI 54665

☎ (608) 637-4374 ✉ [nhall@vmh.org](mailto:nhall@vmh.org)

🌐 [www.vmh.org/community/foundation](http://www.vmh.org/community/foundation)

# Board Member Recruitment Packet

## Vernon Memorial Foundation Responsibility to Donors

Vernon Memorial Healthcare Foundation is committed to a relationship with its donors based on the highest ethical standard. This involves treating all transactions with donors with strict confidence. The Foundation has adopted the Donors Bill of Rights of the Association of Fundraising Professionals as official policy.

Donations are made to Vernon Memorial Healthcare Foundation as a general contribution, or designated for a specific department, program, or activity of Vernon Memorial Healthcare. In many cases the donation is in memory of, or in honor of a friend or family member. We want donors to think of Vernon Memorial Healthcare when they want to donate or pay tribute to family and friends. Investing in the ability of the organization to continue to provide high quality care to our community.

## Special Events

Special events serve a very important role for Vernon Memorial Healthcare Foundation. There are currently two major events hosted by the Vernon Memorial Healthcare Foundation, the Foundation Annual Golf Outing and the Foundation Donor Appreciation Event. Current plans are being made for two more fundraising events to occur in June and July of 2023.



### Foundation Golf Outing

The annual golf outing is held on the Friday after Labor Day at the Viroqua Hills Golf Course. The outing is an all day event that caters up to 150 golfers. Sponsorships and individual golf packages along with prize winning opportunities such as raffles, games, and door prizes take place throughout the day. Proceeds from the event are designated to support various projects, programs, and scholarships.



### Foundation Donor Appreciation Event

The Foundation invites donors that have donated in the previous year to an event in one of the beautiful venues living in the Driftless area. Donors are invited to an event highlighting the impact that was made possible by their generosity. Attendees enjoy food & beverages and entertainment followed by a program. This event is not a fundraising event, simply a way to say "thank you" and share the power of the donation in keeping high quality medical care here close to home.

## VMH Scholarship and Continuing Education Program

The Foundation knows the importance of financially supporting the next generation of healthcare workers. Vernon Memorial Healthcare Foundation and the Friends of Vernon Memorial Healthcare financially assist college students pursuing medical, nursing, and other health care related careers. The Continuing Education program assists current employees wanting to continue their education. The scholarship application process begins in January of each year and awards are announced in May.



Vernon Memorial Healthcare Foundation

507 S. Main Street, Viroqua, WI 54665

(608) 637-4374 [nhall@vmh.org](mailto:nhall@vmh.org)

[www.vmh.org/community/foundation](http://www.vmh.org/community/foundation)



# Board Member Recruitment Packet

## Board Member Qualifications

1. Supportive of the Mission and Values of Vernon Memorial Healthcare.
2. A member that lives within the Vernon Memorial Healthcare service area.
3. Ability to be unbiased, open to changes that are necessary, and have an optimistic view of the future.
4. Adequate time to serve.
5. Cooperation, consideration and tolerance for views of others.
6. Demonstration of skills that are desirable in the performance of Board functions.
7. Have access to email and phone communication.

## Board Member General Responsibilities

1. Support the Vernon Memorial Healthcare Foundation's mission.
2. Fundraising through securing resources to support the operations, programs and services of Vernon Memorial Healthcare with the organization's philosophy, annual and strategic planning goals and the performance of similar institutions in mind.
3. Represent Vernon Memorial Healthcare Foundation, its programs, and services.
4. Comply with the Foundation's Articles of Incorporation and Bylaws.
5. Comply with laws relating to not-for-profit structure.
6. Preserve the fiscal integrity of the Foundation.

## Board Member Specific Duties

1. Regularly attend and participate at Board meetings, committee meetings and organizational functions.
2. Participate in deliberations, decisions and actions of the Board and its committees to make informed decisions for short and long-range planning activities.
3. Stay informed about Board policies and committee matters, prepare for meetings and review and comment on minutes.
4. Be an advocate in the community for Vernon Memorial Healthcare Foundation and Vernon Memorial Healthcare. Support decisions made by a quorum of the members publicly
5. Contribute financially to the nonprofit by making an annual financial contribution.

## Board Meeting Schedule

Board meetings are scheduled every other month (February, April, June, August, October and December.) at 4:00pm on the second Thursday of the month at Vernon Memorial Healthcare. A meeting packet is emailed to board members 4-7 days prior to the meeting. A typical meeting lasts one hour.

## Terms

All board members shall serve a three-year term and are eligible to serve two consecutive full terms of office.

## Board Committees

Each board member is assigned to participate in one committee and is encouraged to participate in others. Vernon Memorial Healthcare Foundation has four standing committees. The following is a description of the current standing committees.



### GOVERNANCE

The Governance Committee is responsible for the general affairs of the board.



### FINANCE

The Finance Committee oversees financial matters of the foundation including the annual budget, investments, financial reporting and auditing.



### DEVELOPMENT & OUTREACH

The Development & Outreach Committee oversees the development and implementation of the fundraising, marketing, and communications plan. They also oversee the scholarship awards.



### NOMINATION

The Nomination Committee oversees the recruitment and selection of Board Members, and oversees term limits and officer nominations.



**Vernon  
Memorial  
Healthcare  
Foundation**

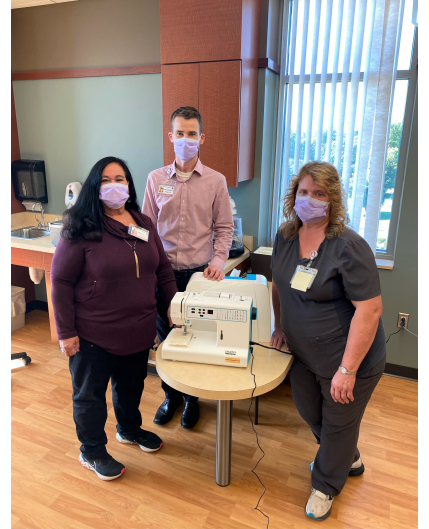
Vernon Memorial Healthcare Foundation

507 S. Main Street, Viroqua, WI 54665

(608) 637-4374 [✉ nhall@vmh.org](mailto:nhall@vmh.org) [🌐 www.vmh.org/community/foundation](http://www.vmh.org/community/foundation)

# Board Member Recruitment Packet

## Our Impact



**Vernon  
Memorial  
Healthcare  
Foundation**

Vernon Memorial Healthcare Foundation

507 S. Main Street, Viroqua, WI 54665

(608) 637-4374 [nhall@vmh.org](mailto:nhall@vmh.org)

[www.vmh.org/community/foundation](http://www.vmh.org/community/foundation)

# Board Member Recruitment Packet

## Application Process

The application process outlined below begins once you have expressed interest in joining our board.

- 1 Prospective board member reviews this Board Member Recruitment Packet.
- 2 Prospective board member completes the attached application form and submit it to the Foundation Development Manager at Vernon Memorial Healthcare.
- 3 Board Nominating Committee reviews application and makes recommendation to move candidate forward to the nomination process.
- 4 Candidate is presented to full board for vote.
- 5 Accepted candidate receives welcome email from the Foundation Development Manager and arranges orientation meeting.
- 6 Orientation is conducted including, tour, board update and the accepted candidate receives a copy of the Board manual.

## Questions

For more information, please contact:

Nicole Hall- Development Manager

Vernon Memorial Healthcare Foundation

507 South Main Street, Viroqua, WI 54665

☎(608) 637-4374 ✉nhall@vmh.org



Vernon Memorial Healthcare Foundation

507 S. Main Street, Viroqua, WI 54665

☎(608) 637-24374 ✉nhall@vmh.org 🌐www.vmh.org/community/foundation



# Board Member Application

## Vernon Memorial Healthcare Foundation

Thank you for your interest in our Board. This application form is intended to help us find out more about you. If you are successfully nominated as a board member, we will orient you to our organization, inform you about the roles and responsibilities of a member of a nonprofit board and place you on the committee that most closely matches your skills and interests.

Please read the enclosed materials, fill out this application and return to:

Vernon Memorial Healthcare Foundation  
507 South Main Street, Viroqua, WI 54665  
☎ 608-637-4374 ✉ [nhall@vmh.org](mailto:nhall@vmh.org)

### About You

Name		Occupation	
Address		Phone 1	Phone 2
City	State	Zip	Email

Briefly describe why you would like to join the Vernon Memorial Healthcare Foundation Board:

---

---

---

---

Which skills would you like to use on the Foundation Board? Check all that apply.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Board development   | <input type="checkbox"/> Non-profit/Fundraising | <input type="checkbox"/> Marketing           |
| <input type="checkbox"/> Strategic planning  | <input type="checkbox"/> Sales & advertising    | <input type="checkbox"/> Business/Management |
| <input type="checkbox"/> Governance/legal    | <input type="checkbox"/> Community networking   | <input type="checkbox"/> Public speaking     |
| <input type="checkbox"/> Program development | <input type="checkbox"/> Education              | <input type="checkbox"/> Other _____         |

Which committee(s) would you prefer to be on? Each member is assigned to one committee based on committee size requirements, individual skill set, and individual preferences. Check all that apply.

- Governance Committee
- Finance Committee
- Development & Outreach
- Nomination



**Vernon  
Memorial  
Healthcare  
Foundation**

Vernon Memorial Healthcare Foundation  
507 S. Main Street, Viroqua, WI 54665  
☎ (608) 637-4374 ✉ [nhall@vmh.org](mailto:nhall@vmh.org) 🌐 [www.vmh.org/community/foundation](http://www.vmh.org/community/foundation)



# Board Member Application

What qualities would you bring to the Board?

---

---

---

---

Please list your current organizational or volunteer affiliations (names of the organizations and your role within them).

---

---

---

---

What other comments do you have about board membership?

---

---

---

You agree to provide at least 2 hours a month to attend board and/or committee meetings and that you will abide by the Foundation's policies and will disclose any conflict of interest which may exist.

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Date



Vernon Memorial Healthcare Foundation  
507 S. Main Street, Viroqua, WI 54665  
(608) 637-4374 [nhall@vmh.org](mailto:nhall@vmh.org) [www.vmh.org/community/foundation](http://www.vmh.org/community/foundation)