## A Peaceful Habitation

Our Vision

To expand our services to all marginalized, justice involved women throughout the State of NM.

Our Mission

To extend Christ’s love and hope to marginalized, justice involved women during and after incarceration by providing training, resources and reconnecting them to their families and communities.

***For I know the plans I have for you, declares the Lord; plans for welfare and not for evil, to give you a future and a hope. Jeremiah 29:11***

The Program

APH, Inc. Your Reentry Connection (A Peaceful Habitation Home & Aftercare Ministry, Inc.) Is a non-profit agency created to help “bridge the gap” for marginalized, justice involved women who want to live transformed lives and break patterns of self-defeating or destructive behavior. The Program is unique in combining caring support, resources, mentoring with educational content that improve lives and facilitate positive reintegration into families and communities.

As a focal point for ecumenical outreach to women being released from prison, it is also a channel for the faith community to live out Matthew 25:35 “…I was in prison and you came to me” (NKJ). It is an opportunity for “free world” faith community to grow in their own faith and spiritual maturity by mentoring or volunteering in with APH, Inc. Your Reentry Connection. It is an opportunity for the Christian community to copower with the women that request and participate in our programming.

What is APH, Inc Your Reentry Connection?

* A faith-based reentry, 501(c)3 non-profit organization
* A one-stop center for marginalized and justice involved women with hopes for a new life
* An opportunity for faith community to come together to create systemic change in their congregations and communities

### Attendance Policy

Purpose

This policy is intended to support the full participation of all Board members. All Board members receive a copy of this official policy. The policy is reviewed annually. The policy has been reviewed and authorized by the Board.

Definition of an Attendance Problem:

A Board member attendance problem occurs if any of these conditions exist:

1. The member has two consecutive un-notified absences
2. The member has three consecutive notified absences
3. The member missed one-third of the total number of Board meetings in twelve months (with or without notice)

Suggested Response to an Attendance Problem:

The Board Chair will contact the members to discuss the situation. The member’s response will be shared with the Board at the next scheduled meeting. In that meeting, the Board will decide what action to take regarding continued membership for the individual under consideration. If the Board decides to terminate membership, it will be conducted per this policy. The Board will promptly initiate recruiting a new Board member.

The termination process in this policy typically entails the Chair contacting the delinquent member with notification of the Board’s decision to terminate membership. The member is to return any APH materials such as the Board member manual within two weeks. The member will receive a letter documenting the Board decision within two weeks.

### Code of Conduct and Agreement

It is a privilege to serve on the Board of Directors for APH, Inc. Your Reentry Connection. The vision and mission of this ministry depends upon trustworthy and diligent action by its Board. The purpose is to provide for a stable, God-centered structure which will function effectively for the long term.

As a Director of this Board, I acknowledge that my primary role is to carry out the functions of the office of Director and/or Officer as delineated in the bylaws. My role will focus on the development of broad policies that govern the organization and provide financial stability. This role is separate and distinct from the role of the Executive Director who is responsible for implementing policy and supervising operations.

I will exercise the duties and responsibilities of this office with integrity, confidentiality, collegiality, and due care. I will attend Board meetings prepared to contribute to the discussion of issues and business at hand. I will represent APH, Inc. Your Reentry Connection in a positive and supportive manner always. I will observe procedure and display courteous conduct in all meetings. I will refrain from intruding in administrative issues. I will avoid conflicts of interest between my position as a Board member and my personal and professional life. If a conflict arises, I will declare it before the Board and refrain from voting on matters in which I have a conflict.

If for any reason I find myself unable to carry out these duties as best I can, I agree to resign my position on the Board of Directors.

Signed Date

### Job Descriptions

Board Chair

* 1. Is a member of the Board
	2. Serves as the Chief Volunteer for the organization
	3. Is a partner with the Executive Director (ED) in achieving the mission
	4. Provides leadership to the Board, which sets policy and holds the ED accountable
	5. Chairs meetings of the Board after developing the agenda with the ED
	6. Encourages the Board to participate in strategic planning
	7. Appoints chairpersons of committees in consultation with other Board members
	8. Serves ex officio as a member of committees and attends their meetings when invited
	9. Discusses issues confronting the organization with the ED
	10. Helps guide Board actions concerning organizational priorities
	11. Review issues of concern to the Board with the ED
	12. Monitors financial planning and financial reports
	13. Plays a leading role in fundraising activities
	14. Formally evaluates the performance of the ED and implements policies affecting Board member status (application, attendance, etc.)
	15. Performs other responsibilities as assigned by the Board

Vice-Chair

1. Is a member of the Board
2. Performs Chair responsibilities when the Chair is unavailable
3. Reports to the Board Chair
4. Works closely with the Board Chair and staff
5. Participate with the Chair to develop and implement officer transition plans
6. Performs other duties as assigned by the Board

Treasurer

1. Is a member of the Board
2. Manages finances of the organization
3. Administrates fiscal matters of the organization
4. Provides annual budget to the Board for approval
5. Ensures development and Board review of financial policies and procedures

Secretary

1. Is a member of the Board
2. Maintains records of the Board and ensures effective management of the organization’s records
3. Records and distributes minutes of the Board meetings
4. Is familiar with the legal documents (articles, By-Laws, etc.) to note applicability during meetings

Member

1. Regularly attends Board meetings
2. Makes a serious commitment to participate actively in committee work
3. Volunteers for and willingly accepts assignments and completes them in a timely manner
4. Stays informed about committee matters, prepares well for meetings and reviews and comments on minutes and reports
5. Builds a collegial working relationship with other Board and committee members
6. Actively participates in committee annual evaluations and planning efforts
7. Participates in Board retreats, special events, strategic planning
8. Participates in fundraising and makes a significant personal contribution annually

# Board of Directors' Commitment to Serve

### Serving on the Governing Board of APH, Inc., Your Reentry Connection is a significant commitment.

**The greatest gift you can provide is the gift of yourself.**

**Your contributions of *time, talent, and treasure* will help you fulfill the responsibilities of your Board membership.**

### I agree to do the following:

#### Time

Attend regular Board meetings held monthly

Serve on at least one committee for the Board and/or assume a leadership position Support and attend special events.

#### Talent

Formulate and approve long-range goals and objectives

Establish policies for administering the programs and services to fulfill the mission Hire, support, and evaluate the Executive Director

Approve and monitor the operating budget

Support and evaluate the programs and services provided by the organization

Be an enthusiastic advocate for the organization in the community, region, and nation Participate in fund-raising efforts by identifying, cultivating, and soliciting donors

#### Treasure

Consider APH as one of my top annual philanthropic commitments Contribute an annual gift at a personally significant and meaningful level

Participate financially in one or more events through purchasing, selling, or sponsoring

Signed Date

# Board of Directors Application

Name Phone

Address

Relevant Experience and/or Employment (attach a resume if relevant)

Why are you interested in our organization?

Area(s) of expertise/Contribution you feel you can make

Church Affiliation (name and address of Pastor and church):

References (Not Family Members)

Name: Address: Phone:

Name: Address: Phone:

Other volunteer commitments

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For Board Use

 The nominee has had a personal meeting with either the Executive Director Board Chair, or other Board member Date

 Nominee reviewed by the committee Date

 The nominee attended a Board meeting Date

 Nominee interviewed by the Board Date

Action taken by the Board