

# BOARD OBSERVER PROGRAM

## **HOST ORGANIZATION EXPRESSION OF INTEREST FORM**

Thank you for your interest in being a part of the Board Observer Program (BOP) in 2021. If your organization has previously participated, please e-mail [cbyrne@philabarfoundation.org](mailto:cbyrne@philabarfoundation.org) by 3:00 P.M. Friday, October 9, 2020 with the subject line: **BOP Expression of Interest for 2021 [Agency Name]** to express your interest in participating in the program in 2020 and to provide any updated contact information. **You do not need to re-submit a full expression of interest package.**

If you have not previously hosted an Observer, or your agency has changed in any substantial way since you were a host, please complete this form and submit it and the accompanying attachments via email to [cbyrne@philabarfoundation.org](mailto:cbyrne@philabarfoundation.org) by 3:00 P.M. Friday October 9, 2020 with the subject line: **New BOP Expression of Interest for 2021.**

*Please note: The Board Observer Program is intended as an opportunity for young lawyers to learn more about serving on nonprofit boards in order to gain the leadership skills necessary to be effective board members in the future. Observers should not be asked to serve as pro bono legal counsel for participating organizations. They should serve as any other board member would – including bringing their skilled insights and experience to Board or staff discussions – albeit without the normal financial obligation. Observers may participate on committees of the Board on any and all matters as the agency and Observers mutually agree. With the exception of Board dues, Observers are expected to have all the obligations and responsibilities of non-Observer Board members, including, for example, signing Conflict of Interest Forms, Non-Disclosure Agreements, or other documents signed by Board members in the course of fulfilling their duties to the organization.*

**Name of Organization:**

**Organization Point Person for Contact Regarding Program (with Contact Information):**

Name:

E-mail:

Phone:

**Board Mentor (with Bio and Contact Information):**

You are required to assign a mentor for your Observer. Please attach a short biography and contact information for the individual who will serve as the Observer's mentor. A mentor that sits on your Board is preferred, however, you may pair the observer with a staff member who attends Board meetings.

**Size of Board and Frequency, Location, and Time of Meetings:**

List of Any Known Conflicts with Local Law Firms or Other Legal Employers:

How Did You Hear of the Board Observer Program?

**Statement of Interest:** Please include a separate statement with the reasons for your organization's interest in participating in the Board Observer Program. Include any available materials describing your organizations work. Please provide a list of current Board members a general "job description" for a Board member. You are encouraged to specify any particular skills that your organization might be looking for in an Observer, and to indicate any particular issues you would like the committee to keep in mind when recommending an applicant to be matched with your organization. Note that there is no guarantee that your organization will be matched with any particular applicant.