Application

Program Overview
The Jones School Board Fellows Program matches Rice MBA candidates with Houston nonprofit organizations to serve as non-voting board members. Both students and organizations benefit from the Board Fellows program: MBA candidates develop valuable leadership skills and experience working in the nonprofit sector. Organizations gain access to the ideas and energy of future business leaders and establish long-term relationships with the Jones School of Business.

Selection Process
The applications are evaluated on organization mission, proven community impact, and ability to benefit from the Board Fellows model. Once selected to the program, organizations and Board Fellows are matched through a mutual selection process based on the interests and needs of the organizations and Board Fellows as outlined in their applications.

Program Coordination and Support
The Board Fellows leadership team oversees the program. They are committed to providing a valuable experience to both the organization and the Board Fellow. Each organization should assign the Board Fellow a liaison from the leadership team who will serve as the primary contact for providing feedback, requesting assistance, and addressing issues that arise. Board Fellows are required to attend board sessions and relevant committee meetings.

Organization Expectations
Organizations must be prepared to integrate Board Fellows onto their Board. Board and committee meetings should be scheduled, communicated to students as early as possible, and well attended by board members. We ask that nonprofit organizations create a supportive and stimulating learning experience for the Board Fellows. As hosts, nonprofits should expect to:

- Help Board Fellows develop an understanding of the organization’s goals and challenges
- Secure board and organizational support for hosting a Board Fellow and clearly communicate to staff
- Identify Board Fellows mentor (a member of the board who will serve as the fellow’s primary contact and guide)
- Provide a formal introduction to organization’s work
- Invite Board Fellows to meetings and introduce them to board members
- Set outcomes that can be completed and respect students’ academic commitments
- Conduct a final meeting with the Board Fellows

Mentorship
Boards should pair Fellows with a mentor. The mentor will:

- Guide the Board Fellows through his or her participation on the board
- Act as a resource for questions about the organization
- Educate the Board Fellows about board service

Contact
At any point in the process of this application, please contact us with your questions or concerns.

Cindi Burton, cindi.burton@rice.edu
VP – External Affairs, Jones School Board Fellows Program

Donna M. Platt, dplatt@rice.edu
Associate Director of Development, Staff Advisor – Jones School Board Fellows Project
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Thank you for your interest in the Jones School Board Fellows program.
Please complete the shaded areas of the following page, using the tab key to move between fields. Please return the completed application to cindi.burton@rice.edu

Organization Name:

Organization Contact:
  Name:
  Title:
  Email Address:
  Telephone Number:
  Fax Number:

Address:

Web Address:

Size of Budget:

Number of Staff:

Stage of Organization: □ Mature □ Growth □ Start-up □ Transition

Number of Board Members:

Dates of Board Meetings in 2011-2012:

The following questions will help us evaluate the extent to which a Board Fellow could contribute to your organization and the potential value of the experience for both the organization and the Board Fellow. Therefore, we encourage you to think carefully about a Board Fellow's potential role. The answers will also help us find the Board Fellow who best matches your organization's needs.

1. What is your organization's mission?

2. Who is on your Board of Directors?

3. What are the primary responsibilities of your board members?

4. Please list your board committees and preliminary meeting schedule. If applicable, please include any additional information about any committee structure.
5. Why would you like a Board Fellow? What qualities do you look for in a board member?

6. What are your current board initiatives?

7. Who would be the Board Fellow’s mentor(s)? (a mentor should be a current board member)
   - Name:
   - Title:
   - Email Address:
   - Telephone Number:
   - Fax Number:
   - Please explain why you selected this individual(s) to act as the Board Fellow mentor:

8. How do you onboard new board members?

9. Are there any special circumstances facing your organization or board (e.g. new executive director, significant changes in funding, merger, etc.)? If so, please describe.

10. Does your organization have any current affiliation with the Jones School (i.e. alumni employees or Board members or projects with other Jones School programs)?

11. If you have any additional information to add to your application, please do so here.