



BOARD OF DIRECTORS

Prospective Member Information Packet

Everything you need to know before you apply

Strengthening rural communities through housing, early childhood education, and essential resources.

Serving the Arizona White Mountains



A Letter to Prospective Board Members

Greetings,

Thank you for considering service on the Board of Directors of the Sitgreaves Community Development Corporation (SGCDC). The fact that you are reading this tells us something important about you: you care about the future of rural Arizona, and you are willing to lend your time and talent to build it.

SGCDC is a rural, community-driven nonprofit working to strengthen the foundational systems that help communities thrive. We expand teacher and workforce housing, support early childhood education and childcare, and build resource platforms that connect rural residents to the services they need. We do this work the only way it truly works in small communities — together — by convening schools, municipalities, nonprofits, faith-based partners, healthcare organizations, businesses, and neighbors around practical, locally led solutions.

Our board is an active, hands-on, working board. Directors do more than attend meetings; they open doors, share expertise, advocate, help raise resources, and roll up their sleeves on the issues that matter most to our region. It is meaningful work, and it is real work — and it is far more rewarding when shared with capable, committed people.

We have prepared this packet so you can make a fully informed decision before you apply. Inside you will find an overview of who we are, the focus areas we serve, what the board does, what we will ask of you as a director, how the board operates, and answers to the questions prospective members most often ask. Please read it at your own pace, talk it over with the people who matter to you, and reach out with any questions at all.

If, after reviewing these materials, you feel called to serve, we warmly invite you to complete the Board of Directors Application. We would be honored to consider you.

With gratitude and great hope for what we can build together,

Stephanie Crain

President, Board of Directors

Sitgreaves Community Development Corporation

About Sitgreaves Community Development Corporation

Sitgreaves Community Development Corporation (SGCDC) is a rural, community-driven nonprofit strengthening the foundational systems that help communities thrive. We are incorporated under the laws of the State of Arizona and organized as a 501(c)(3) nonprofit, with our principal office in Pinetop, Arizona, serving the Arizona White Mountains region.

We convene schools, municipalities, nonprofits, faith-based partners, healthcare organizations, businesses, and residents to design practical, sustainable solutions tailored to rural needs.

Our Mission

“We facilitate better community — expanding housing, early childhood education, and essential resources through the power of local partnerships.”

Our Vision

“Rural communities where teachers, families, and essential workers have access to stable housing, high-quality early childhood education, and the resources they need to thrive.”

Our Core Values

- **GRIT** — We persevere through challenges and build solutions that work for rural communities.
- **PASSION** — We show up with heart, commitment, and enthusiasm for strengthening communities.
- **INCLUSIVITY** — We welcome all voices and ensure our work reflects the diverse needs of rural residents.
- **EMPATHY** — We listen to understand and act with compassion toward the communities we serve.
- **EXCELLENCE** — We pursue quality in everything we do — from housing to education to community partnerships.
- **TRANSPARENCY** — We communicate openly, steward resources responsibly, and build trust through integrity.

What We Do — Our Focus Areas

SGCDC concentrates its energy where rural communities feel the greatest strain. Our work spans four connected focus areas:

Teacher & Workforce Housing Development

- Community-informed housing solutions, including teacherages and workforce housing.
- Partnership-based planning and coordination to deliver locally supported housing projects.

Early Childhood Education Support

- Support for childcare and early learning initiatives that expand access and improve quality.
- Collaboration to position early childhood education as a driver of community wellbeing and economic opportunity.

Community Resource Platform & Navigation

- Development and maintenance of a rural resource platform that identifies, organizes, and connects residents to local services and supports.
- Bridging gaps and strengthening care coordination across the homeless sector.

Community Convening & Partnership Building

- Cross-sector collaboration to create community-built solutions that work in rural communities.

What the Board of Directors Does

The board of directors is responsible for governing the organization. As a collective body, the board carries out the following responsibilities:

Strategic Leadership & Governance

- Shaping board composition, recruiting and electing directors, and orienting and mentoring new members.
- Approving and reaffirming the mission, vision, and values, and guiding the strategic plan in partnership with the Executive Director (ED).
- Engaging in ongoing strategic and generative thinking on the critical issues facing the region.

Financial Oversight

- Approving and monitoring the budget and reviewing the organization's financial status.
- Ensuring financial controls are in place and reviewing the annual audit.
- Approving policies that support sound fiscal management.

Executive Director Oversight & Partnership

- Hiring, supporting, evaluating, and — when necessary — transitioning the Executive Director.
- Setting annual performance goals and approving compensation, while partnering with the ED on the mission.

Policy, Compliance & Risk

- Approving and periodically updating the bylaws and key policies, and ensuring they meet industry standards.
- Providing oversight of compliance and risk management, and setting the tone that quality is a strategic priority.

Resources & Partnerships

- Ensuring the resources needed for the organization to succeed.
- Cultivating important relationships and approving major partnerships, grants, contracts, and capital expenditures.

What We Ask of Our Board Members

SGCDC has an active and engaged working board. The expectations below are drawn from our Board Member Agreement, which every director signs. We share them now so there are no surprises later.

Engagement & Participation

- Be informed about the organization's mission, vision, values, strategic plan, and programs.
- Regularly attend board meetings, and prepare by reading materials in advance.
- Participate actively in at least one committee.
- Ask questions, support decisions once they are made, and represent the needs of the community.
- Promote the organization in the community and attend events.

Stewardship & Integrity

- Follow the organization's bylaws and policies and help ensure compliance with applicable federal, state, and local laws.
- Sign the annual conflict-of-interest disclosure, update it as needed, and recuse from related decisions when appropriate.
- Maintain confidentiality about the internal matters of the organization.

Financial Responsibility

- Help carry out the board's fiduciary duty by reviewing budgets, financial statements, the audit, and the Form 990.
- **Make a meaningful personal contribution.** Directors are expected to make an annual financial contribution or help secure financial support — a “give or get” — at a level that is personally meaningful to them. Every gift, of any size, signals commitment to funders and the community.

The Board Commitment in Brief

- Term of service: a minimum three-year term.
- Meetings: prepare for and attend board meetings (currently held virtually); serve on at least one committee.
- Time: on average 1–10 hours per month, and occasionally up to about 20 hours, depending on your committee and the projects you take on.
- Giving: an annual personal contribution or help securing support (“give or get”).

How the Board Operates

Composition & Terms

- The board consists of no fewer than nine (9) and no more than twenty-five (25) voting directors.
- Directors serve a three-year term and are elected by majority vote.
- Vacancies are filled by a majority vote of the remaining directors, and temporary appointments may be made until the next election.

Officers

- **President** — Chief spokesperson; signs official documents and appoints committees.
- **Vice President** — Assists the President and acts in the President's absence.
- **Secretary** — Maintains official records and minutes and distributes meeting notices and agendas.
- **Treasurer** — Oversees the organization's financial records and funds.

Meetings

- The board meets quarterly; meetings are currently held virtually (via Zoom) and can also be held in person.
- A quorum is a majority of the voting directors (50%).
- The annual meeting is held in person; special meetings may be called as needed.
- Committee meetings are held as needed — weekly, bi-weekly, monthly, or bi-monthly, depending on the committee.

Committees

- **Executive Committee** — Acts on behalf of the board between meetings.
- **Finance Committee** — Reviews financial status and advises on fiscal matters.
- **Media / Communications Committee** — Develops and implements consistent media messaging and outreach.

Additional committees — such as fundraising or project-specific committees — may be formed as the work requires. Every director serves on at least one.

Frequently Asked Questions

How much time will this take?

On average, expect 1–10 hours per month, and occasionally up to about 20 hours, depending on which committee you serve on and the fundraising or projects you commit to. Board meetings are quarterly; committees may meet more often.

Do meetings happen in person?

Board meetings are currently held virtually via Zoom, which makes service practical for people across the White Mountains. The annual meeting is held in person, and the board may meet in person when it's useful.

How long is a term?

Directors serve a minimum three-year term. We hope you'll find the work meaningful enough to continue beyond it.

Will I be asked to donate?

Yes — directors are asked to make a meaningful annual personal contribution or to help secure financial support (a “give or get”). There is no fixed dollar amount; what matters is that the gift is meaningful to you. Full board participation in giving strengthens our case with funders.

What skills is the board looking for?

We welcome a range of backgrounds — finance, legal, housing development, public health, education, community leadership, fundraising, marketing, and policy, among others. Just as important are local knowledge, strong networks, and a genuine commitment to rural communities.

What if I have a potential conflict of interest?

That's common and manageable. All potential conflicts are simply disclosed. Directors complete an annual conflict-of-interest disclosure and recuse themselves from related discussions and decisions when appropriate. Having a relationship that could be a conflict does not disqualify you from serving.

What documents will I sign if selected?

After acceptance, new directors typically review the Board Roles & Responsibilities (review only) and sign the Board Member Agreement, the Confidentiality Policy, the Conflict of Interest disclosure, and the Code of Conduct. You will receive these to review and sign before your first meeting.

Ready to Apply? Here's What Happens Next

If this work speaks to you, we'd love to hear from you. The process is straightforward:

- 1. Review this packet.** Take your time and reach out with any questions before you decide.
- 2. Complete the Board of Directors Application.** Tell us about your interest, skills, experience, and the connections you could bring.
- 3. Connect with us.** A board representative will follow up to talk through your interest and answer questions.
- 4. Board consideration.** The board reviews applications and votes on new directors.
- 5. Welcome & onboarding.** If selected, you'll receive a welcome letter, your onboarding documents, and an orientation to set you up for success.

Questions? We'd love to hear from you.

Sitgreaves Community Development Corporation

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Thank you for considering a seat at our table.