



Lutheran Charities is a nonprofit organization in WNY that has the unique position of offering direct services to young people through programming (Lutheran Youth, a program of Lutheran Charities) and grant funding directly to organizations in collaboration with St John Lutheran Home for Children, and the Lutheran Foundation.

Lutheran Charities is staffed by a full-time CEO and a part-time administrative assistant. Lutheran Charities also employs a Lutheran Youth Program Director to curate experiences for young people, grades K-12 that complement the existing youth groups that may operate out of churches in the Niagara Frontier Conference. Lutheran Charities believes in a pan-Lutheran approach to programming and fellowship and will invite members of non-ELCA churches and communities to attend events. Their participation is completely up to them, and they are welcome.

Lutheran Charities hosts a major fundraiser in the summer, the Lutheran Charities Golf Classic. Other funding that sustains the operations of Lutheran Charities includes grant funding from outside sources, individual donations from supporters, and interest earnings from investments in the Community Foundation for Greater Buffalo.

Board membership with Lutheran Charities will require board meeting attendance no less than 75% of the time (proposed schedule is attached); event support and/or participation; advocacy in the greater community; an annual personal gift that is meaningful to you and your family.

Lutheran Charities is on the brink of growth and has incredible opportunities to serve people, organizations, and causes in WNY. We are ready for you!



Thank you for your interest in membership of the Board of Directors for Lutheran Charities.

Lutheran Charities provides value to the community by caring for and supporting individuals, families and communities by building valuable connections to create synergy and empowerment.

Lutheran Charities of WNY is an inclusive, faith-based organization which provides monetary grants, management advice and personal connections to a wide variety of human service agencies in WNY. Under a faith-fueled model of collaborative support for mission-based organizations, we focus on improving the lives of people in our communities. We are stronger when we work together, and we are fortunate to be able to allocate every donated dollar to good work in our community. We are honored to do this work and appreciate your trust.

Your application will be presented to and reviewed by the Board Governance Committee at the next regularly scheduled meeting. Upon review, a representative of Lutheran Charities will be in touch.

NAME: _____ DATE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL: _____

PHONE NO.: _____ TITLE: _____

COMPANY/OCCUPATION: _____

1. How did you hear about Lutheran Charities?
2. Have you ever attended a Lutheran Charities event or served on a Lutheran Charities committee? If so, please explain.
3. Why do you wish to serve on Lutheran Charities' Board and what do you hope to contribute?
4. Please describe any past or current board service, including positions you held and committees that you have served on, as well as dates of service:
5. Please describe your past and current participation in civic, community, and/or religious groups, including dates of participation:
6. Please share any background on yourself or any skills or connections to Lutheran Charities that you would like to add:
7. If someone recommended that you become a member of our organization's Board of Directors, please explain your relationship:
8. Our board meetings are on the 4th Monday of the month at 7pm at St. John Lutheran Church, Amherst. Do you have any standing conflicts with this time?
9. Other comments that you would like to add:

Board Applicant's Signature

Date



Proposed Board Meeting Schedule 2026

January 26th, 2026: First meeting of the year. Review 2026 budget, goals, committees, deadlines, tasks and asks, vote on award nominees for May 1st Awards Banquet.

April 27th, 2026: Status check on Golf Classic; sign certificates for Awards Banquet; report on Lutheran Youth events to date; meet LY director.

June 22nd, 2026: One week prior to Golf Classic. All board members who are volunteering will receive instructions. Status check on LY day camp and other activities.

October 26th, 2026: Board votes on Grant Committee recommendations. Report out on summer activities.

November 23rd, 2026: Last meeting of the year. Board votes on 2027 budget and slate of officer candidates for 2027. Board votes in new board members. If review time is needed for new members, board will receive and review bios and background information and conduct an email vote in December.

Any open month can be used for a meeting if there is an urgent issue to discuss in person and a quorum is available. Committees will meet throughout the year on their own schedule timeline.

Other important dates that require board member participation:

May 1st: Lutheran Awards Banquet

June 29th: Lutheran Charities Golf Classic

TBD: Lutheran Night at the Ballpark



Lutheran Charities Board-led Committees

Executive Committee: The executive committee consists of the officers of the board of directors (President, Vice President, Treasurer, Secretary). The executive committee meets prior to the board meeting to establish the agenda for the full board meeting. The executive committee is also available in the case of sensitive information that the CEO would like to discuss prior to the full board meeting. This committee will only include members of the board of directors.

Governance Committee: The governance committee oversees the board's own effectiveness, structure, and procedures to ensure the organization is well-managed and guided appropriately. Its key functions include recruiting and orienting new board members, evaluating board performance, and ensuring the board follows best practices for nonprofit governance. The governance committee will oversee necessary changes to the bylaws and other SOPs and make recommendations to the full board if changes are needed. Given the limited membership of the current board, the executive committee will double as the governance committee. This committee will only include members of the board of directors.

Finance Committee: The finance committee is led by a chairperson from the board of directors. The finance committee reviews the financial statements and assets of the organization and makes recommendations to the board. The finance committee will be involved with the selection of an auditing firm to prepare and submit our 990 and audited financials. The treasurer will serve on this committee and work in collaboration with the chair of the committee to report to the full board at meetings.

Grant Committee: The grant committee consists of members of all three funding sources (Lutheran Charities, the Lutheran Foundation, and the St John Lutheran Home for Children). The committee is responsible for the philanthropic award recommendations to the full board of directors. The grant committee will meet on an as-needed basis to review and amend the application. The grant application is typically opened at the end of August and closed at the end of September. The committee meets in October to recommend funding to applicants for the next calendar year. This

committee may include members who are not current members of the board of directors.

Lutheran Charities Golf Classic Committee: The Golf Classic committee is responsible for the “tasks and asks” associated with a successful fundraising event. The Golf Classic is the primary fundraising event for Lutheran Charities. Duties within the committee include: organizing and facilitating the basket raffle; organizing and facilitating the raffle-ticket item (cash raffle for 2026); approving marketing materials; leading a strategic approach to sponsorship procurement; recruiting volunteers for the day-of; assisting as-needed. This committee will include members who are not members of the board of directors.



Other committees that may need to be formed and staffed for the needs of Lutheran Charities:

Events Committee: While the CEO of Lutheran Charities will be heavily involved in the planning and execution of all events, there may be a need to create and sustain a committee to direct, strategize, and support more fundraising events and opportunities for Lutheran Charities.

Youth Programs Committee: This committee may be created to assist with the development of Lutheran Youth programming, including curriculum development, volunteer recruitment, supervision, training, and marketing.

Communications Committee: This committee may be created to assist with the development of a variety of communications from Lutheran Charities to the larger community. This could consist of written communications such as press releases, social media support, newsletters, news features, or radio opportunities.