**The Network—Volunteer Application**

PO Box 24788, Denver, CO 80224 • 720-252-3628 • <http://thenetwork-co.org>

**MISSION**: The Network creates opportunities to improve the quality and integrity of services provided to vulnerable populations.
**VISION**: The Network will become Colorado’s go-to agency for human services professional development and best practices.

The Human Services Network of Colorado offers opportunities for case managers to network, exchange information and resources, and to participate in affordable trainings targeted to their needs. Founded by Enterprise Community Partners in 2005, The Network was created to address the training and professional development needs of direct service staff. The Network operates with the help of our fiscal agent Stride, and dedicated volunteers.

Network members share a common belief in providing excellent service to agency participants. Over 1,800 human service workers and agencies, representing housing, employment, medical, mental health, substance abuse, and government participate in the Network. Around 850 have committed to the professionalism of case management and delivery of services as members. The Network is managed by its staff, board of directors and volunteers.

**What We Do**

The Network provides affordable training, the ability to connect with peers, and learning opportunities to increase the effectiveness of direct services. The Network is committed to professional development and quality service. Through our trainings and online and in-person networking, we provide opportunities for human service workers to share best practices, learn from their peers, and become oriented to case management to create a mutually beneficial climate for human service workers, agencies and participants

The Network conducted professional research on the needs of human service workers and hosts monthly training sessions in response. Topics range from child care to legal services, with core topics are offered annually. We host an 800-subscriber discussion listserv at <http://groups.google.com/group/humanservicesnetwork> that allows human service professionals to share information and resources. Additionally, our website hosts a variety of information relevant to human services such as directories, discussions, and online training.

**Our Goals and Objectives**

***Strengthen & stabilize the Network.***

* Increase volunteerism & internships, hosting 3 interns & recruiting at least 3 active members to 4 Teams annually.
* Increase & diversify revenue by 10% annually via grants, individual donations, and program or event revenue.
* Continue developing operational systems, adopting long-range plan, marketing plan and annual evaluation process and ensuring Team stabilization.

***Support frontline staff in providing efficient, effective service***

**Skills Training**

* Expand advanced practitioner options by offering at least one advanced training or experience annually.
* Continue to support frontline and new staff in acquiring skills. Create board-approved annual topic schedule prior to fiscal year-end that includes at least 6 paid events with at least one addressing a hot issue and 4 lunch-n-learns.
* Increase satisfaction of training attendees (e.g. by providing quality training & setting standards for trainers and education, improving evaluation reporting).

**Professional Development**

* Create a standards platform by promoting adopted core values & developing core competencies for workers.
* Be recognized as a central sharing point for models, collaboration, best practices, research, etc.
* Provide support to prevent professional burnout.

***Advocate for clients and reduce barriers to services***

* Be recognized as central advocate for human services.
* Teach and model individual advocacy for clients and for the profession.
* Advocate for effective services by promoting client-centered practice, supporting collaborative service efforts and working towards improved services.

**Team Descriptions**

Time required for Team volunteer commitment: four hours/month

**Training Team:** *The Network’s**Training Team**implements an annual schedule of training and oversees other opportunities to share information in conjunction with the Networking Team. The Team will work with the board liaison to attain approval of topics and expenditures and with the Marketing Team to produce and distribute registration forms and flyers, listserv announcements, registration information and reminders.*

* Develops an annual schedule of events, including core topics offered annually, to be presented to the board each May.
* Conducts at least six paid training events (half and full-day) annually.
* Conducts other periodic lunch-n-learns, online trainings and other training events.
* Appoints a Point of Contact from the Team to arrange each event—speaker, content, location, logistics, marketing, etc.

**Marketing Team:** *The Marketing Team is responsible for organizational communications. The goal is to raise awareness of the Network, increase membership, and promote events.*

**Responsibilities:**

* Develops prospect lists and pursues potential member agencies, community groups and partners
* Develops marketing materials to include presentations, electronic and web materials, print materials including newsletter and cultivates outreach opportunities
* Creates and implements a marketing plan
* Host events that roll out new initiatives or offer an opportunity for organizations to partner with the Network

**Qualities:**

* Outgoing, Persuasive, Friendly, Enjoy talking with people
* Sales or marketing experience helpful
* Verbal and written communication skills to speak or write about the Network and give presentations to individuals or groups

**Membership Team:** *The Membership Team develops a plan to recruit and maintain membership.*

* Oversees management of membership database and extract relevant data.
* Develops strategies to promote organizational & individual membership.
* Conducts semi-annual recruitment drive.
* Recruits non-member attendees and listserv members.
* Tracks and thanks incoming memberships. Invites new members to join listserv.
* Creates & manages member benefits, including networking, mentoring, or other informal learning opportunities.
* Sets, maintains and evaluates annual numerical goal for membership.
* Recommends to board as requested any change in rates.

**Development Team:** *The Development Team assists in developing and implementing a plan to obtain funding.*

* Works with staff to research and submit funding requests.
* Creates and implements special events (silent auction, walk/run, wine & cheese)
* Explores opportunities to create joint fundraising events that benefit members
* Pursues corporate sponsors, both private-sector and non-profit
* Coordinates with Marketing and Training Teams to sell ads or sponsorships

**Human Services Network of Colorado**

**Statement of Volunteer Interest**

*For volunteer application, please return this form or an alternate statement
of interest, along with your resume, to* *info@thenetwork-co.org*

Name/Job Title:

Organization/Service Area:

Address:

Work Phone: Cell Phone:

Email:

Volunteering for what kind of role(s)?

*Reasons I'd like to volunteer with the Network include:*

*I'm hoping to learn the following from my experiences as a Network volunteer:*

*I bring the following skills and talents to the Network:*

*My available time to commit to this role is:*

*Some times that I can or cannot meet are:*

****Human Services Network of Colorado—Conflict of Interest Policy

*Adopted by resolution of the Human Services Network of Colorado Board of Directors on May 26, 2009.*

**General**

It is in the best interest of The Human Services Network of Colorado (“Organization”) to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest policy is designed to help Board of Directors, officers, committee members, employees, contractors and volunteers of the Organization identify situations that present potential conflicts of interest and to provide the Organization with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in the Organization’s operations.

**Definitions of Terms**

* "Conflict of Interest" is any circumstance described below in this Policy.
* An "Interested Person" is any person serving on the Board of Directors, or as an officer, committee member, employee, contractor, volunteer of the Organization or a major donor to the Organization or anyone else who is in a position of control over the Organization who has a personal interest that is in conflict with the interests of the Organization.
* A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an interested person.
* "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person’s or Family Member's judgment with respect to transactions to which the entity is a party.
* "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to the Organization is not a Contract or Transaction.

**Conflict of Interest Defined**

In this policy, a person with a conflict of interest is referred to as an “interested person.” For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:

* Board of Directors, officers, committee members, employees, contractors and volunteers (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with Organization for goods or services.
* Board of Directors, officers, committee members, employees, contractors and volunteers (or a family member of any of the foregoing) has a material financial interest in a transaction between Organization and an entity in which the Board of Directors, officers, committee members, employees, contractors and volunteers, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
* Board of Directors, officers, committee members, employees, contractors and volunteers, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with the Organization.
* Other situations may create the *appearance of a conflict*, or present a *duality of interest*s in connection with a person who has influence over the activities or finances of the nonprofit. All such circumstances should be disclosed to the Board of Directors as appropriate, and a decision made as to what course of action the Organization or individuals should take so that the best interests of the nonprofit are not compromised by the personal interests of stakeholders in the nonprofit.

**Gifts, Gratuities and Entertainment**

Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of Organization.

**Procedures**

* Prior to the Board of Directors or committee action on a Contract or Transaction involving a Conflict of Interest, the individual having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If Board Members are aware that officers, committee members, employees, contractors or volunteers have a conflict of interest, relevant facts should be disclosed by the Board Member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.
* Interested Persons who plan not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the co-chair of the meeting all facts material to the Conflict of Interest. The co-chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
* A person who has a Conflict of Interest shall not participate in or be permitted to hear the boards or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
* A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.
* The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of the Organization has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors.
* After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the governing board or committee meeting, at which names of all parties shall be recorded, shall discuss and vote on a determination of if a conflict of interest exists. In the event of a conflict of interest, and after exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
* Interested Persons who are not members of the Board of Directors or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to the Chair any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict is known to the Interested Person. The Interested Person shall refrain from any action that may affect the Organization’s participation in such Contract or Transaction.
* In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Co-Chairs or designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

**Confidentiality**

Each Board of Director, officer, committee member, employee, contractor and volunteer shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of the Organization. Furthermore, Board of Directors, officers, committee members, employees, contractors and volunteers shall not disclose or use information relating to the business of the Organization for their personal profit or advantage or the personal profit or advantage of their Family Member(s).

**Review of policy**.

* Each Board of Director, officer, committee member, employee, contractor and volunteer shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.
* Annually each Board of Director, officer, committee member, employee, contractor and volunteer shall complete a disclosure form identifying any relationships, positions or circumstances in which s/he is involved that he or she believes could contribute to a Conflict of Interest. Such relationships, positions or circumstances might include service as a director of or consultant to another nonprofit organization, or ownership of a business that might provide goods or services to the Organization. Any such information regarding the business interests of a director, officer, employee or volunteer, or a Family Member thereof, shall be treated as confidential and shall generally be made available only to the Co-Chairs, the Governance Committee members and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
* This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated to all staff and volunteer

****Human Services Network

Conflict of Interest Disclosure Form

*Please sign and return with Statement of Volunteer Interest.*

Date: \_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position (Board of Director, officer, committee member, employee, contractor and volunteer):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between the Organizations and your personal interests, financial or otherwise:

\_\_\_\_\_ I have no known conflict of interest to report

\_\_\_\_\_ I have the following conflict(s) of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of The Human Services Network of Colorado.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_