



***Special
Olympics***
Montana

**Athletes as
Board Members**
Application Packet

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Overview

The Special Olympics Montana Board of Directors is comprised of many different types of people - from those who are exemplary leaders, know a lot about sports, others who know about finances, and still others who specialize in marketing and communications. Finally, the Board of Directors contains people who know athletes, those who are family members of athletes, and athletes themselves. Having diverse, inclusive leadership makes our state organization stronger and more responsive to all stakeholders.

This packet will tell you about what an athlete board member does as well as how you can apply to be an athlete board member if interested in the opportunity.

Process for Selection

Date	Task
Immediate through March 20	Interested athletes submit applications and accompanying materials to info@somt.org by March 20, 2026
March 20 through April 13	Outreach Department and GMS Specialist cross-reference applications with both local, area, and state participation/paperwork history and confer with local & area volunteers. This determines the qualified candidate pool.
April 13	The Outreach Department forwards appropriate candidates to the Board's Athlete Task Force (Athlete Board Members: Josh Anderson, Tevan Smith, Anna Vanderwende)
April 13 through May 1	The Board's Athlete Task Force, which screens applications and selects candidates for interviews. The Athlete Task Force conducts interviews.
May 13 2026	The Athlete Task Force makes recommendations to the Board of Directors Governance Committee who oversees a formal election of new board members at the Board's August Q3 meeting.

Athlete Board Member Job Description

Overview

Each athlete member of the Board of Directors is responsible for assisting in the overall governance of Special Olympics Montana. Each board member must perform his/her duties with honesty, in good faith, and in the **best interest of all members** in the organization. A primary role of the athlete board member is to represent the interests and needs of all the athletes statewide.

Responsibilities

1. Work together with all board members to govern the activities of Special Olympics Montana.
2. Work together with all board members to make policies, rules, and regulations.
3. Work together with all board members to oversee the finances of SOMT.
4. Along with all board members assist staff members in obtaining the necessary resources to run the SOMT organization.
5. Communicate and facilitate discussion about information from the Board to other athletes and from other athletes back to the Board.

Standards for the Athlete Board Member

1. Attend Board Orientation following election.
2. Attend quarterly Board meetings, be available for phone consultation as needed, and serve on a Board committee. (Keep in mind that this could affect some competitive and team play. Your Local Program volunteers must be kept informed about your application and ultimately your board member status and scheduling needs.)
3. Complete duties per the monthly assignment checklist in the monthly board-member planner (see attached sample monthly planner).
4. Actively engage in Board business (Study and understand issues, and then share thoughts, ideas and opinions during board discussions so that we serve the best interests of athletes state-wide with good decisions).
5. Arrange for transportation to in-person board meetings up to four times per year.
6. Know the organization's mission, purposes, goals, policies, programs, and services.
7. Read, understand, and ask questions about the organization's finances.
8. Support the organization with a personally meaningful donation and/or active participation in fundraising.
9. Actively participate in Special Olympics sports programming and events each year.
10. Represent Special Olympics in the community with pride and enthusiasm.

Athlete Board Member Support (Provided by volunteer ATF Advisor, Bob Norbie)

1. While staff and board members are available to support athlete board members at any time, the Board of Directors retains the support of a volunteer Athlete Task Force (ATF) Advisor. Currently, the ATF Advisor is retired SOMT CEO, Bob Norbie. The ATF Advisor assists athlete board members in their understanding of issues and preparation for board meetings. This includes facilitating a new athlete board member orientation and setting up a monthly planner (see example attached).
2. Before quarterly board meetings the ATF Advisor will review the upcoming meeting agenda with athlete board members and help them prepare for engagement and

meaningful discussions with their peers.

3. Following quarterly board meetings, the ATF advisor will meet with athlete board members to review meeting outcomes, decisions and action items.
4. The ATF advisor also supports the Board's Athlete Task Force sub-committee as they prepare to share insights and recommendations to the full board.

Election to the Board of Directors

1. Athletes submit applications to info@somt.org by **March 20, 2026**. If you would like to submit your application answers in video format, please text them to Outreach Senior Director Sherry Rudolph at (406)868-9368 or submit them on Facebook Messenger at: <https://www.facebook.com/specialolympicsmontana>
2. The Outreach Department screens applications and then submits the candidate pool to the Board's Athlete Task Force.
3. The Athlete Task Force screens submitted applications and conducts interviews.
4. The Athlete Task Force makes recommendations to the Board Governance Committee for election to the Board of Directors.

Term

Individuals are elected for a 3-year term which may be renewable for 2 additional 3-year terms. Currently, **one position** is open.

Orientation

New board members are required to participate in a virtual Special Olympics orientation meeting and complete the associated registration materials. The orientation is normally conducted immediately before or after election to the Board.

*Sample of monthly planner is located at the end of the packet.

SOMT Athlete Board Member Application

Before beginning the application, be sure you can answer YES to most if not all qualifying questions below:

YES NO I have been involved in leadership experiences.

YES NO I have been part of Special Olympics for three or more years.

YES NO I can independently manage technology such as email & virtual Teams meetings; and am comfortable participating fully in large-group face to face meetings.

YES NO I can arrange transportation from my hometown to towns/cities in Montana where the board meetings will take place up to four times per year.

INFORMATION ABOUT THE ATHLETE

Name

Phone

Address

City

State

Zip

Email Address

Area (check one) BSAR CRAR FVAR GLAR NEAR SWAR TCAR YVAR

Team:

Number of years you have participated in Special Olympics: [_Click or tap here to enter text.](#)

If you have completed the SOMT Athlete Leadership modules, please write the dates you completed each training (write NA if not completed).

Level 1 ___ Level 2

Other

Answer the following questions either in **WRITING (write 200 words or less for each question) or as a **VIDEO** (2 minutes or less for each video). Information on video submission is noted above on Page #4.**

1. What types of leadership opportunities have you been involved in?

Signature of athlete _____
Date

Save this form and submit completed Application page and accompanying materials to info@somt.org no later than **March 20, 2026**

MONTHLY PLANNER
-SAMPLE ONLY-

Athlete Board Members Monthly Planner

November 2024

- Check your email regularly for Board updates
- Arrange Transportation for the Q4 meeting (Nov. 7, beginning at 8AM) in Helena
- Arrange Lodging for the Q4 meeting in Helena
- Discuss Q4 meeting schedule with LPC. Sort out competition and Team commitment conflicts if necessary
- Be prepared for the Q4 meeting
 - Prepare to dress professionally
 - Arrive clean, fresh, and rested
 - Prepare for the meeting in advance by familiarizing yourself with the agenda and supporting documents
 - Prepare questions and comments as needed
 - Participate in meeting
- Complete Q4 meeting follow-up as needed
- Begin your Board Appeal asks
- Attend athlete task force meeting per invite