



Board Application Form

Name _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell phone _____

Email _____ How long have you lived here? _____

Preferred method of communication _____

Occupation _____

Board in which you are interested _____

YOUR BACKGROUND (Please use reverse side for additional comments) What education or skills could you contribute to the board? (Please check)

- | | | | |
|---|--|--------------------------------------|---|
| <input type="checkbox"/> accounting | <input type="checkbox"/> insurance | <input type="checkbox"/> management | <input type="checkbox"/> public speaking |
| <input type="checkbox"/> affiliations | <input type="checkbox"/> investment | <input type="checkbox"/> marketing | <input type="checkbox"/> public relations |
| <input type="checkbox"/> community relations | <input type="checkbox"/> knowledge of services | <input type="checkbox"/> motivated | <input type="checkbox"/> real estate |
| <input type="checkbox"/> education (list details below) | <input type="checkbox"/> legal | <input type="checkbox"/> planning | <input type="checkbox"/> team player |
| <input type="checkbox"/> fundraising | <input type="checkbox"/> lobbying | <input type="checkbox"/> procurement | <input type="checkbox"/> technology |

Other (please explain) _____

Education (please detail) _____

What other boards have you served or are currently serving on? _____

Charitable or community activities in which you have been involved _____

YOUR AVAILABILITY TO SERVE

Are you committed to attending all board meetings as scheduled? Yes No

Known Conflicts _____

Describe the benefits that you believe this board brings to our community: _____

Why are you interested in serving on this board? _____

Have you interacted with this Board? _____

How often? _____ In what way? _____

What challenges do you feel this organization faces? _____

Please share your feelings on the importance of the organization _____

What segments of our community do you feel you represent? _____

Please add any other information you would like to share _____

Use back of page for any further notes or information you feel useful to this application.

Signature _____ Date _____

Please see the last page for more information on the position and submitting your application.

Responsibilities

To oversee the general operation of the organization and monitor its effectiveness, to establish policy, to determine the budget, to conduct public relations, and to plan for the future.

Duties

Attend all board meetings and participate appropriately. Read board minutes and other materials sent out before the board meeting. Be informed about all phases of the operation. Serve on committees as assigned by the board president. Lend your experience and leadership to the board. Actively participate in workshops and activities. Participate in fundraising activities. Visit the office often and be acquainted with its services. Be an advocate for the board.

Qualifications

Possess a true sense of the organization's importance to the advancement of our community. Have an appreciation for the organization and a desire to provide the best possible services for the community. Maintain a sensitivity to the political conditions in the community. Must reside in area served by the board.

Skills, Beliefs, Abilities

- The ability to work with people.
- The skill to lead and participate in board meetings.
- The ability to plan.
- The belief in the importance of access to the services provided by the organization.
- The ability to communicate effectively.

Appointments

The Appointee is accountable to the taxpayers and the appointing authority. Board Members are appointed by the County Commissioners and/or the County Council.

To Apply

Submit completed application along with a resume to CChadwell@elkhartcounty.com.