

PLEASANT HILL HISTORIC DISTRICT, INC

BOARD MEMBER APPLICATION

On behalf of everyone here at Pleasant Hill Historic District, Inc, thank you so much for your interest in board service. We recognize that those with an interest in being a leadership volunteer have many choices in our community, and we know that the Historic District benefits greatly by the time, talent, and gifts that our Board members bring to the Organization.

The following application offers us an opportunity to know more about you, your skills, attributes and what you would bring to our board. It also gives you a sense of what matters to us in any board candidate.

The goal of our process is to determine if we are a good fit for each other – your level of commitment and ability to deliver on our expectations so that we are confident that you can help us to increase the scope and impact of our work. On the other side, we want to know what motivates you and how you think about our organization.

PERSONAL INFORMATION

- Name _____
- Address _____
- Phone Number _____ Text/YES, NO
- Email Address _____
- Employer _____
- Type of Business / Organization _____
- Preferred Method of Contact: () Email () Call () Text

VOLUNTEER/WORK EXPERIENCE

Past and Present: Boards, committees, task forces/committees in the public sector or work experience, roles to be considered.

Organizations	_____	_____	_____
Roles/Titles	_____	_____	_____
Dates of Service	_____	_____	_____

OUR WORK

September 2023

- What can you tell us about our organization?
- What best describes your motivation for joining our board of directors?
- Is there something our organization is doing or not doing that you would handle differently?
- If you were to join our board, what kind of time commitments could you make to the organization? (Monthly meetings, volunteer for events, board training, Missouri Main Street Conferences and Trainings)
- What do you hope to take from sitting on our board of directors?

SKILLS / EXPERTISE

Please mark the skills and expertise you will bring to us that will strengthen our board and enhance the ability of our organization to deliver on its mission. You may elaborate if necessary.

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	Public Relations		Accounting
	Reading / Understanding budgets and balance sheets		Event Planning
	Public Policy / Advocacy		HR/Administration
	Legal Expertise		Strategic Planning
	Public Speaking / Presentations		Marketing
	Grant Writing		Social Media
	Information Technology		Web Design
	Professional Non-Profit Experience		Conflict Resolution
	Financial Investment Management		Real Estate
	Team Building		City Government

PERSONALITY ATTRIBUTES

Rate yourself 1-5, with 5 being a strong attribute, and 1 being a weak attribute. You can elaborate if necessary.

	Collaborative		Enthusiastic
	Respectful of varying points of view		Willing and able to lead a discussion
	Comfortable speaking in front of groups		Manages time well
	Optimistic		Responsive
	Strong work ethic		Asks tough questions with respect
	Teamwork		Organized
	Accepting of feedback		

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BOARD MEMBER REQUIREMENTS

All Board Members of a Non-Profit Organization have three legal duties:

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1. **Duty of Care:** Take care of the nonprofit by ensuring prudent use of all assets, including facility, people, and good will;
2. **Duty of Loyalty:** Ensure that the nonprofit's activities and transactions are, first and foremost, advancing its mission; Recognize and disclose conflicts of interest; Make decisions that are in the best interest of the nonprofit corporation; not in the best interest of the individual board member (or any other individual or for-profit entity).
3. **Duty of Obedience:** Ensure that the nonprofit obeys applicable laws and regulations; follows its own bylaws; and that the nonprofit adheres to its stated corporate purposes/mission.

Board Members provide guidance by contributing to the organizations culture, strategic focus, sustainability, fundraising, and the overall effectiveness of the Organization.

As a Board Member of a Non-Profit, you will be asked to give your time and leadership experience. Typically, as a Board Member of the Pleasant Hill Historic District, you will be asked to give approximately 10 hours per month of your time.

- Board meetings are held each month and you will be asked to review any documentation sent to you prior to the meeting and come to the meeting prepared to discuss the agenda topics. It is imperative that you make yourself available for the monthly board meetings. Meeting days and times will be set at the first Board meeting each fiscal year and then be held consistently for the remainder of the year.
- Board Members will be asked to attend at least one Missouri Main Street Training session or conference per year. This is a requirement to fulfill our affiliation status with Missouri Main Street.
- Represent the Board and the Organization to the community and promote the overall mission of the Organization.
- To actively participate in specific activities or projects promoted by the Board.
- To be a member in good standing @ \$100.00 or more and financially support fundraising events and other efforts annually.

I understand as a member of the Board of Directors of Pleasant Hill Historic District, I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the vision and mission of the Pleasant Hill Historic District and will act responsibly and prudently as its steward.

_____ date

Signature

_____ Name printed