

*Each year the president appoints a nominating committee from members of the Board of Directors. Their job is to review potential candidates to the Board of Directors to fill mid-year vacancies and to review and recommend nominations for the Board which are up for renewal each January. Straw ballots are submitted in September for an election in October.*

*If you are interested in serving on the Board of Directors, please fill out this form and submit it the office:*

*We will keep your application on file and notify you if the nominating selects you to fill a vacancy on the Board.*

## **The Highland White Lake Business Association BOARD OF DIRECTORS Application form**

Thank you for your interest in serving on the Board of Directors for the Highland White Lake Business Association. We want to offer you a rewarding opportunity and make the most of your special talents and expertise.

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

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Business Affiliation/Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Business phone: \_\_\_\_\_ Business FAX: \_\_\_\_\_

Business Email: \_\_\_\_\_

**Please check the education or skills you will contribute to the board:**

Accounting or financial

Fundraising

Public Relations

Community Relations

Marketing

Education

Special Events

Training

Program Development

Public Speaking

Strategic Planning

Volunteer Time

Investment

Other \_\_\_\_\_

**Are you now serving on a committee for the HWLBA?**  NO  YES (Please indicate which committee(s)) \_\_\_\_\_

\_\_\_\_\_

**Are you now serving as a Board Member or Trustee of another non-profit organization?**  NO  YES (Please indicate the organization(s) name) \_\_\_\_\_

\_\_\_\_\_

**What is your experience as a member of other Board of Directors?** \_\_\_\_\_

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**Will you attend regular Board meetings?** \_\_\_\_\_

**How many hours a month can you serve the HWLBA?** \_\_\_\_\_

**Will you attend a New Board Member orientation?** \_\_\_\_\_

**Will you attend the annual Board Retreat?** \_\_\_\_\_

**Why do you want to become a member of the Board of Directors?** \_\_\_\_\_

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**Do you wish the board to consider any other information? If so, please include it below or as attachments:** \_\_\_\_\_

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**Please provide references and contact phone numbers:** \_\_\_\_\_

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# The Highland White Lake BOARD OF DIRECTORS

## Statement of Interest and Commitment

I \_\_\_\_\_ would agree to serve as a member of the Board of Directors of the Highland White Lake Business Association. I understand that board seats run for 1 year terms (January 1- December 31).

**If I were a member of the Board of Directors, I agree to:**

- Abide by the Bylaws and Governance Policies of the Highland White Lake Business Association; monitor Board activities with the goal of achieving all legal requirements; and promote effective fiscal controls and accountability.
- Devote the time necessary to fulfill my duties as an active member of the Board of Directors; attend all meetings of the Board and any applicable committee meetings; and actively participate in events and programs of the HWLBA.
- Readily disclose any potential conflicts of interest, making it a matter of record through an annual procedure or when the interest becomes a matter of Board action; abstain from voting or using my personal influence on any matter representing a potential conflict of interest, ensuring that the meeting minutes reflect this.
- Represent the HWLBA and become a spokesperson for the HWLBA's mission: *To promote and enhance business opportunities in the Highland and White Lake Area for our members.*
- Make an appropriate commitment of support to HWLBA programs and projects and encourage others to participate in the activities and events of the HWLBA.

I understand that if at any time I am unable to fulfill the commitments of a member of the Board of Directors of the Highland White Lake Business Association, I should give appropriate notice of resignation to the President of the Board.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

All applications for the Board of Directors are reviewed by the Nominating Committee and recommendations are made by that committee to the Board of Directors. Directors are elected at the Board Meeting held in October.