

**SOUTH MIDDLE RIVER CIVIC ASSOCIATION (SMRCA)
PROSPECTIVE BOARD MEMBER PROFILE FORM**

In order to assist the Nominating Committee in determining your qualifications and eligibility to serve as a member of the Board of Directors of SMRCA, we ask you to complete this form. Please answer all questions as completely as possible. **ALL** applications will be reviewed, even if there are gaps in some of your responses. Thank you.

According to our bylaws, there are three specific qualifications you must meet to be on the board of directors:

(1) Do you live within the boundaries of South Middle River? Y N

(2) Are you “an **active** member of SMRCA for a minimum of six months” (just prior to Jan 1 of the next fiscal year)? This means **you have been and are currently** active in SMRCA & paid up as of July 1 of the election year. In the case of future nomination to a vacant BOD position, the time frame for these is four months prior to nomination. Y N

If “NO,” please explain _____

(3) Have you “been active in some SMRCA function(s) within the previous six months, i.e. as of July 1 of the election year,” (or four months prior to a future nomination for a vacant BOD position). Y N

If “YES,” please list activities **you have participated in the past or are currently involved with.**

If “NO,” please explain _____

BASIC INFORMATION: Name _____

Home address (street, city, zip) _____

Home ph (w/ area code) _____ Cell _____ Email _____

Current line of work (optional) _____

BACKGROUND AND EXPERIENCE

Educational background (optional) _____

Please check any specialized training or experience you have in these areas:

- | | |
|---|--|
| <input type="checkbox"/> Fundraising/Writing grants | <input type="checkbox"/> City planning |
| <input type="checkbox"/> Marketing/Public relations | <input type="checkbox"/> Code, crime +/-or safety issues |
| <input type="checkbox"/> Personnel/Human Resources | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Finance/ Business | <input type="checkbox"/> Writing skills/publishing |
| <input type="checkbox"/> Computer technology | <input type="checkbox"/> Working with children |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Bookkeeping/accounting |
| <input type="checkbox"/> Other _____ | |

NAME _____

Please explain how your training and experiences would be helpful to SMRCA. _____

SMRCA EXPERIENCE

- 1) How long have you been an active paid member of SMRCA? _____
- 2) Are you familiar with Robert’s Rules of Order? [] Y [] N
- 3) Please list any **paid or volunteer boards**, associations, schools, churches, clubs, trusts, etc (including SMRCA) that you are affiliated with now or anticipate during the upcoming year. Include specific volunteer experience.

<u>ORGANIZATION</u>	<u>TYPE OF EXPERIENCE</u>	<u>TIME SPENT</u>
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ADDITIONAL INFORMATION & BIOGRAPHY

- 1) Why do you want to be elected to the SMRCA board of directors? _____

- 2) Are you comfortable interacting with local City officials, other civic associations and the CVC*? [] Y [] N

- 3) How do you plan to improve our neighborhood? _____

- 4) Please add other aspects of your own biography that would be helpful to us (25 – 50 words) _____

BOARD POSITION YOU ARE INTERESTED IN: (You may run for an officer position as well as for director.)

President Vice President Secretary Treasurer Director

Current bylaws state that if you do not win the executive office you seek, you will automatically become a director, depending on the need & number of directors elected through the regular election process.

Signature _____

CONFLICT OF INTEREST

Please list actual, potential or perceived conflicts of interest that you have now or anticipate having during the upcoming year. These include, but are not limited to, any position, membership, role, ownership of a group, business or other entity; direct or indirect financial interest (through business, investment or family [blood or marriage]); compensation arrangement (direct or indirect remuneration including monetary gain, gifts, favors or promotion of position); and/or potential ownership or investment interest: **whereby SMRCA has any association, transaction or compensation arrangement with you or your affiliations.** (Please see bylaws for details.)

Please list: _____

EXPECTATIONS AND RESPONSIBILITIES OF ALL BOARD MEMBERS

You must agree to the following statements to become a board member by reading them and signing below:

- √
- I will attend all board meetings (BOD) and general membership meetings (GMM) (12 BOD/yr; 11 GMM/yr).
 - I will participate in and act as liaison in at least one committee.
 - I will help establish the mission and purpose of SMRCA.
 - Along with other board members, I will help monitor all fiscal matters to promote financial stability.
 - I will learn more about SMRCA's mission, services and programs.
 - I will attend City Commission and/or other meetings as appropriate per the bylaws and be involved in inter-neighborhood work projects, such as the *Citizen Volunteer Corps (CVC) and represent SMRCA at City sponsored meetings/events.
 - I will participate in special task forces as needed and help recruit volunteers.
 - I will assist in finding my own replacement for the board.
 - I understand that although this is a volunteer, non-paying position, I will do my best to donate my time to improve South Middle River and help implement its mission. I understand that I must fulfill certain requirements of my position, even though I have duties outside of SMRCA. I will assure timely deliverance of all necessary reports and documents, as per our bylaws.
 - I will leave partisan politics outside of SMRCA and will not represent my political views as those of SMRCA in any public forum.
 - I will strive to work with other board members despite possible differences of opinions or personalities.
 - I agree to read the SMRCA Bylaws in their entirety before I remit this form and run for office, and then follow the bylaws to the best of my ability during my tenure as an officer or director.**

Print Name _____

Signed by: _____ Date: _____

Prospective Board Candidate

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Nominating Committee notes _____

This candidate meets / does not meet the criteria to become a nominee for the upcoming election.

By: _____ Date: _____
Chairman of Nominating Committee