

Thank you for your interest in applying for the newly formed non-profit organization –

The Great Bend Economic Development, Inc.

In order to serve on this important Board of Directors, the following application is required and will be shared with various entities in order to ensure the best possible Board of Directors. This application is the first step for consideration.

◆ Your name: _____

Your Home Phone Number: _____ Cell Number: _____

Your address: _____

◆ Your email address (please write it carefully):

◆ Please provide information on your education, training and certificates:

◆ Briefly describe why you would like to join our Board of Directors:

◆ Your current and past organizational affiliations (names of the organization and your role(s):

1. _____
2. _____
3. _____
4. _____

◆ If selected, how do you feel you could contribute to the success of the Economic Development Committee?

◆ Are you comfortable soliciting others for funding, If yes, describe any experience:

◆ What does leadership mean to you?

◆ What do you believe are the two most significant issues or opportunities facing Economic Development in Great Bend?

◆ Please read the Board of Director position description, provide three to five specific reasons, or unique qualifications you may have that set you apart from other leading candidates.

◆ Which of your skills would you like to utilize on the Board? Check those that apply:

- | | | |
|--|---|--|
| <input type="checkbox"/> Board development | <input type="checkbox"/> Financial management | <input type="checkbox"/> Training |
| <input type="checkbox"/> Strategic planning | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Staffing / HR | <input type="checkbox"/> Evaluation | <input type="checkbox"/> Volunteer management |
| <input type="checkbox"/> Program development | <input type="checkbox"/> Community networking | <input type="checkbox"/> Facilities management |

◆ Other skill(s) of yours that you would like to utilize? _____

◆ Resume optional, please attach if you choose to provide. Resume attached:

- Yes No

◆ If you join the Board, you agree that you can provide at least 2 to 4 hours a month in attendance to Board and Committee meetings, and that you do not have any conflict-of-interest in participating on the Board.

Your signature: _____ Date: _____

◆ If you are not selected as a member of the Board, or if you decide not to join, would you like to be a volunteer to assist our organization in various ways that match your skills and interests? Yes No Perhaps

Board Member Duties & Functions

GBED members of the board of directors provide oversight. Each board member is expected to act in the best interests of the organization at all times. The member's action and decisions should always serve the mission of the organization.

In the eyes of the GBED partners, the board of directors is responsible for the governance and proper functioning of the organization. To fill these responsibilities outlined below are several duties that every board member must fill. These are referred to as the duty of obedience, the duty of care, and the duty of loyalty.

Duty of Care

The board member shall make reasonable effort to exercise oversight and ensure that the organization is functioning in a proper manner. Essentially, this means attending meetings and reading relevant written materials like minutes, policies and financial reports.

Duty of Loyalty

Conflicts of interest, including the appearance of conflicts of interest must be avoided. This includes personal conflicts of interests or conflicts with other organizations with which a board member is connected.

In all actions and decisions regarding the organization, the board member is to support the best interests of the organization. The board member should always avoid conflicts of interest. They should not represent a party at odds with the organization they oversee.

Duty of Obedience

The board and its individual directors shall act within the requirements of the law and according to their organization's mission by-laws, rules and regulations.

So that the board members may fulfill these duties, the CEO commits to supplying board members with all the information they need or request.

Functions of a Board Member

- Know the organization's mission purposes, goals, policies, programs, services, strengths, and needs.
- Represent the organization to the rest of the community.
- Acquire a clear understanding of the organization's financial position.
- Serve in a volunteer capacity, without remuneration or profit.
- Attend board and committee meetings as scheduled, actively participating in the affairs of the organization by asking questions, discussing issues, making decisions, and exercising leadership.
- Assist with fundraising and recruitment, securing revenue.
- Develop a basic awareness of parliamentary procedure.
- Maintain board confidentiality.
- Perform any tasks as directed by the GBEDI Partners.
- Assist with the transition of new board members.

Most GBEDC board members also chair or belong to a committee. In this role, they are expected to:

- Assemble a team or committee to work in their area of responsibility. Conduct/attend regular meetings of the committee.
- Communicate their needs to other committee chairs and to the office. Coordinate with other committee chairs to complete the work of GBEDI. Report to the Chairman.
- The Chairman commits to giving the committee chairs the resources they need – volunteers, money and information, to carry out their work.

