

Application for Board Membership

Veterans Memorial Park Foundation of Pensacola, Inc.

Mission: to serve in partnership with the City of Pensacola in providing for the care, funding and development of the *Veterans Memorial Park*.

Values:

- Honor
- Loyalty
- Service
- Transparency
- Vigilance
- Accountability
- Inclusiveness
- Altruism

If you are interested in being a part of this mission and in joining us in fulfilling our values, please fill out the following information so that it may be reviewed by our nominating committee. We would suggest you keep a copy for your reference and forward a copy to the President/CEO at e-mail to paul@paulentrekin.com, or PO Box 12984 Pensacola, FL 32591-2984

Please ensure all lines with a * are filled in.

*Name: _____ Date: _____
*Profession: _____ Employer: _____
*Organization: _____ Title: _____
*Home Address: _____
*City: _____ State: _____ Zip: _____
*Phone: _____ Cell Phone: _____
*email address _____
*Date of Birth: ____/____/____ (month/day) Married (circle one) yes / no
*Name of Significant Other: _____

The by-laws of the Veterans Memorial Park Foundation, Inc. require that at least 7 of the 13 board members have one of the following qualifications. Please indicate if you have one of these qualifications.

Qualification: (if applicable)

1. Honorably discharged or retired military veteran.
 - Branch: _____ Rank/Grade _____
 - Years of Service: From: _____ To: _____

2. The spouse of an honorably discharged or retired veteran.
 - Spouse's Branch: _____ Rank/Grade _____
 - Years of Service: From: _____ To: _____

3. The surviving spouse of a KIA or MIA veteran.
 - Spouse's Branch: _____ Rank/Grade _____
 - Years of Service: From: _____ To: _____

4. The lineal descendent of an honorably discharged, retired, KIA or MIA veteran
 - Veteran's Branch: _____ Rank/Grade _____
 - Years of Service: From: _____ To: _____
 - Relationship to applicant _____

The remaining directors shall be a resident of Escambia or Santa Rosa counties of Florida, and American citizenship or legally pursuing American citizenship. Please indicate which apply:

- _____ Resident of Escambia County Florida
- _____ Resident of Santa Rosa County Florida
- _____ US Citizen
- _____ Legally pursuing American citizenship

We are fortunate to have very dedicated and involved board members at the Veterans Memorial Park Foundation. In considering your application, we ask that you provide us with a listing of current commitments so that we have a better understanding of where your talents, interests and community relationships are founded.

*I am currently active on the following boards in our community: (Please list Board/Role/Time Commit/Tenure)

- 1.
- 2.
- 3.

*I am currently active in other activities in our community: (Please list Role/Time Commitment/Tenure)

- 1.
- 2.
- 3.

*I am not currently active with the groups/activities below, but have been in the past, in role listed:

- 1.
- 2.
- 3.

Please indicate which skills and experience you wish to have considered in the application. If you check yes, please explain in the space provided and if the experience was in the military please indicate where it was gained or used.	Yes	No
Fundraising (I am willing to ask others for support if I believe in a cause.) Explain:		
Networking (I am active with leaders in the community.) Explain:		
Planning (It is easy for me to plan and develop programs) Explain:		
Financial Expertise (One of my strengths lies in investments and financial planning) Explain:		
Marketing (I have experience in marketing and can generate media support) Explain:		
Relationship Strengths (I am comfortable getting large donors to support the Veterans Memorial Park Foundation) Explain:		
Team Player (I like working as part of a group) Explain:		

Motivated (I am ready and willing to support the Veterans Memorial Park Foundation in any way needed) Explain:		
Advocacy (I have experience lobbying governmental entities and persons and am willing to serve as an advocate in representing the Veterans Memorial Park Foundation issues) Explain:		
Legal (I have legal expertise I am willing to share with the Veterans Memorial Park Foundation) Explain:		
*Commitment (I have the time, talent and energy to support the Veterans Memorial Park Foundation.) *Explain:		

*Please list any past or current involvements or affiliations you have had with the Veterans Memorial Park

*I am able and willing to attend monthly meetings of the board or committee meetings for those I choose to support. ___Yes ___No

Indicate committee(s) you would like to participate in by placing a check in the space provided.

- Executive Committee**
- Nominating Committee**
- Finance/Audit Committee**
- Volunteer /Maintenance Committee**
- Strategic Planning/Development Committee**
- Public Affairs and Educational Outreach Committee**

COMMITTEE DESCRIPTIONS

___**Executive Committee:** Consists of the officers of the corporation, consisting of a President, vice President, Secretary, Treasurer, and the ex-officio director appointed by the mayor, who shall be a non-voting member of this committee. The board of directors may delegate to such committee the powers and authority of the board in the management of the business and affairs of the corporation, to the extent permitted, and, except as may otherwise be provided, by provisions of law. The executive Committee will meet at least quarterly.

___**Finance/Audit Committee:** This committee is made up of various Board members and ad hoc volunteers, many of whom have experience or expertise in financial management or financial operations in their respective careers. It is the charge of this committee to oversee and review the monthly financial and accounting status of the organization. This committee shall oversee: an annual outside audit by a Certified Public Accountant, the annual budgeting process of the organization and process of all financial matters. The committee is chaired by the Treasurer of the organization and usually meets on a quarterly basis. Selects CPA through a fair and equitable RFP process.

___**Strategic Planning/Development Committee:** This committee is charged with developing a controlling vision or theme for the Park, to include a policy and process for approving events to be conducted in the park, and developing the overall fundraising and impact plans and processes of the organization. It is led by the Board Chair-Elect. The committee is responsible for an annual review of each of the organization's major fundraisers and is expected to review and implement other methods of fundraising and strategic development as needed. Members of the committee are Board members, chairs of the campaign committees, and at large members. A representative of the Past-Chairs Council and the current Chair-Elect are assigned annually by the Board Chair. Committee meets quarterly.

___**Maintenance /Volunteer Committee:** This committee will be charged with assessing our strategic development initiatives as they relate to volunteer staffing that assists with various organizational needs including routine maintenance and upkeep for the Park, the Annual and other key Meetings, education initiatives, fundraising volunteers and community ambassadors. Nominees for volunteers of the year in all categories will be reviewed in collaboration with this committee.

___**Nominating Committee:** Oversees the recruitment of all applicants for board and committee membership. Solicit executive committee and standing committee chairs for the year following calendar year currently involved in completing. Ensure board members are meeting goals and regulations outlined in board bylaws by routinely reviewing attendance and participation, by ensuring COI are current and by engaging all areas of the community through board recruitment. Chair reviews application form and procedure annually and makes necessary amendments or changes to procedure and form. Sub-Committees, Strategic Development and other Committee Chairs are also reviewed by the Nominating Committee.

BOARD MEMBER RESPONSIBILITIES

Attendance: Board Meetings, Events and Personal Donations

Board Meeting Attendance: it is encouraged that all board members attend at least 50% of each scheduled board meeting during their term as a Veterans Memorial Park Foundation Board Member. Board meetings are scheduled twice a month, with notification of said date(s) in advance. It is encouraged each board member contact the president of the board, in advance, if the board member knowing they will be absent from a board meeting. All board members will receive, via email, the minutes from each board meeting, if a board member is absent, it would be advantageous to that board member to read the minutes prior to attending the next board meeting, and be prepared to ask questions, and/or discuss portions of the minutes, that one may have questions on and/or require clarification, thus eliminating time taken to re-discuss a subject in its entirety.

Events: Events sponsored by the Veterans Memorial Park Foundation and or other authorized group(s) require board member participation from all board members. No event can or will be successful without board members actively attending and providing their "Stewardship & Leadership" skills to ensure a very successful event. The foundation suggests all board members as often as possible participate in every aspect of events however not limited to suggesting an event, planning, implementing and participating in events during their term as a board member.

Personal Financial Donations: all board members are responsible to donate financially to the foundation each year in office, the target amount, however not mandatory is \$ 1,000.00 per year. This amount can be derived from the purchase of items required by the foundation, such as supplies, equipment, printing costs, food, soft beverage's and snacks for our volunteer events and/or cash, all which are tax deductible, and the proper forms will be provide by our secretary on or before 31/Dec/ of each year.

Signature _____

Date _____