

Westown Community Development Corporation (WCDC) is currently seeking candidates to fill one (1) Board of Trustee seat which is up for election at WCDC's annual meeting:

**Thursday, May 11, 2017, from 5-7PM
Eastman Library Branch
11602 Lorain Ave, Cleveland, OH 44111
5:00 PM to 6:45 PM**

About the Position: ☐ Institutional category: ☐ Candidates will fill 1 seat consisting of THREE (3) year terms; up to SIX (6) meetings scheduled each year for approximately 2 hours each meeting. Board members are expected to attend all meetings of the Board during their term. Attend and/or volunteer for Westown CDC sponsored events. Board Members are encouraged to attend as many events as possible, but must attend as a guest or volunteer for at least two major events coordinated by WCDC each year; Must commit to the mission and goals of WCDC as stated in the bylaws, strategic plan or other initiatives agreed upon by the Board; ☐ Must commit to uphold and comply with fiduciary duties of care, loyalty, compliance, and to maintain accounts as provided under Ohio law.

2017 WCDC BOARD OF TRUSTEE APPLICATION

ELIGIBILITY: To apply for the Westown Community Development Corporation Board of Trustees institution/industrial seat, you must be:

1. An institutional member of WCDC on or before May 11, 2017 application for membership is included below **AND**;
2. You must complete a WCDC Board Nomination Form and submit it 30 days (April 10, 2017) prior to the Annual Meeting on May 11, 2017. WCDC Board Nomination form is included below.

Please include the membership form with your board of trustee's application. If you are unsure about your membership status, contact Arlene Hufford at ahufford@westowncdc.org; or (216) 941 9262 Habla Espanol at WCDC.

**Westown Community Development Corporation
10313 Lorain Avenue
Cleveland, OH 44111
216-941-9262**

PLEASE ENROLL ME AS A MEMBER OF WESTOWN CDC TODAY

Name: _____

Company/ Organization: _____

of Employees: _____

Address: _____

Phone: _____

E-mail: _____

Website: _____

**Membership Type
(Please check one)**

_____ \$10.00 Individual

_____ \$20.00 Family supporter

_____ \$25.00 Individual/Family
Partner

_____ \$20.00 Church or non-profit
Organization

_____ \$50.00 business with 24
or less employees

_____ \$ 150.00 businesses with 25
or more employees

_____ \$200.00 Institution

Please enclose check and mail to:

Westown Community Development Corporation
C/O Patrick Colvin Board President
10313 Lorain Avenue
on or before May 11, 2017

For office use only

Date Received: _____ *Amt. Received:* _____ *Chk* _____ *other* _____

In order to be considered a candidate, a signed copy of the WCDC Board Expectations document must be submitted with the application. All WCDC Board of Trustees Candidates are encouraged to attend the 2017 Annual Meeting on Thursday, May 11, 2017.

CHECKLIST Please ensure the following items below are included with your application. Personal information including address, email, and phone number will not be shared.

☐ Part 1: Candidate Information ☐ Part 2: Experience & Professional Expertise ☐ Part 3: Personal Statement ☐ Why do you wish to serve on the Ohio City Incorporated Board of Trustees? ☐ Please describe your experience in the areas checked in Part 2. Include any special achievements and/or any experiences that you feel would enhance the organization. ☐ Describe your involvement in the WCDC neighborhood and or organizations. ☐ Describe your involvement in non-WCDC organizations/activities. ☐ Application Signed & Dated ☐ WCDC Board Expectations Document ☐ Resume or Curriculum Vitae

WCDC BOARD OF TRUSTEES APPLICATION

Part 1: Candidate Information: Please fill out your contact information below. Personal information including address, email, and phone number will not be shared.

Name: _____

Institution you are affiliated with: _____

Capacity in which you serve: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Email: _____

WCDC Member: ☐ I am currently a Resident Member in-good-standing ☐ My Resident Membership form is attached to this application ☐ Length of WCDC residency? _____

Part 2: Experience & Professional Expertise Please check the areas in which you have experience and/or professional expertise. Responses to Part 2 will be made available to WCDC membership prior to the election.

☐ Accounting ☐ Developer/Builder ☐ Human Resources ☐ Bilingual ☐ Education ☐ Legal
☐ Community Activist ☐ Finance/Lending ☐ Marketing ☐ Community Institution ☐ Fundraising
☐ Outreach ☐ Construction Contractor ☐ Grant Writing ☐ Real Estate ☐ Design/Architecture

☐ Historic Preservation ☐ Strategic Planning

Part 3: Personal Statement Please answer the following questions & attach with your application. Limit 1 page, single-spaced. Responses to Part 3 will be made available to WCDC membership prior to the election.

- 1) Why do you wish to serve on the WCDC Board of Trustees?
- 2) Please describe your experience in the areas checked in Part 2. Include any special Achievements and/or any experiences that you feel would enhance the organization.
- 2) Describe your involvement in WCDC neighborhood.
- 3) Describe your involvement in non-WCDC neighborhood.

4. Applicant Signature This application was completed to the best of my knowledge and in good faith:

Name /Print Date

Signature

**WCDC INCORPORATED 2017 BOARD OF TRUSTEES STATEMENT
OF EXPECTATIONS AND COMMITMENT**

The following responsibilities are specific to WCDC and are provided for the purpose of complementing or clarifying certain expectations for the responsibilities of Board of Trustees.

Please return a signed copy of this form. This acknowledges that you have read the statement and understand the expectations and commitment being asked of you as a member of the Board of Trustees.

1. Commit to the mission and goals of WCDC, as stated in the Bylaws, strategic plan or other initiatives agreed upon by the Board.
2. Attend meetings of the Board of Trustees: Up to (6) meetings are scheduled each year and any special meetings that is scheduled by the Board President. Board members are

expected to attend all meetings of the Board during their term. Board members who must miss an occasional meeting are expected to inform the Board President.

3. Observe the parliamentary procedures and display courteous conduct in all Board and committee meetings.
4. Contribute your expertise through participation in Board meetings and strategic development of the Board and WCDC
5. As a Board of Trustee it is your duty to be informed about matters pertaining to WCDC and to vote on resolutions affecting the organization. Participation requires active engagement, which includes articulating and responding to alternative viewpoints through effective, respectful communication, and voting on record when resolutions are brought up for Board vote.
6. Attend and/or volunteer for WCDC -sponsored events. Board of Trustees are encouraged to attend as many events as possible, but must attend as a guest or volunteer for at least two major events coordinated by WCDC each year.
7. Your attendance as a guest at events requires the purchase of a ticket, the cost of which is either fully or partially tax deductible. Board contributions and any dues are 100% tax deductible.
8. Commit to uphold and comply with fiduciary duties of care, loyalty, compliance, and to maintain accounts as provided under Ohio law.
9. Disclose any potential conflict of interest with WCDC and possess the ability to make independent decisions, unencumbered by material conflict of interest. Support in a positive manner all actions taken by the Board of Trustees even when in a minority position on such actions. Recognize that decisions of the Board can be made only by a majority vote at a Board meeting and respect the majority decisions of the Board, while retaining the right to seek changes through ethical and constructive channels.
10. Refrain from intruding on administrative and personnel issues that are the responsibility of the Executive Director, except to monitor the results of the organization.
11. Represent WCDC in a positive and supportive manner at all times.
12. Abide by this Statement of Expectations, the Confidentiality Agreement, the Conflict of Interest Agreement, and all other Board operating policies and procedures.

I understand that as a member of the Board of Trustees for WCDC, I will:

- ☐ I agree to the above statements and will comply with the requirements
- ☐ I cannot meet these expectations

Signature: _____ Date: _____

Qualified board candidates may submit their applications electronically at Info@westowncdc.org or via mail on or before April 10, 2017 to:

Westown Community Development Corporation
C/O Patrick Colvin Board President
10313 Lorain Avenue