**Application for Board position**

**Previous State Officer (of soon to be alumni in 2016-2017)**

**Application due: April 10, 2016 to be sent to the Board chairperson.**

**Mail to: %MN FCCLA, 3101 Old Highway 8, Suite 200,**

**Roseville, MN 55113**

Thank you for your interest in serving on the Board of Directors of MN Association of Family, Career and Community Leaders of America. We want to offer you a rewarding opportunity and make the most of your special talents and expertise.

**Previous State Officer (Term: 2016-2017)**

By laws change in 2011

*ARTICLE XIII Section A*

*~~The immediate past State President shall serve on the Board of Directors for one year following the completion of his of her term of office~~*.

An immediate past State Officer chosen in a process during the State Conference shall serve on the Board of Directors for one year following the completion of his or her term of office. The advisor to the officer shall also serve as an ex officio member of the Board of Directors.

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

Chapter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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Please check the education or skills you will contribute to the board;

\_\_\_ Accounting/ Financial \_\_\_\_Management

\_\_\_ Public Relations \_\_\_\_Investment

\_\_\_ Marketing \_\_\_\_Fundraising

\_\_\_ Special events \_\_\_\_Community relations

\_\_\_ Influencing external audiences \_\_\_\_Education

\_\_\_ Program Development \_\_\_\_Training

\_\_\_ Strategic Planning \_\_\_\_ Public Speaking

\_\_\_ Other

What is your experience as a member of other Boards of Directors?

Will you attend regular board meetings? Yes No

Will you attend a member orientation? Yes No

Will you attend the annual board retreat? Yes No

Will you commit to an annual financial contribution? Yes No

Why do you want to become a member of the MN FCCLA Board of Directors?

Please provide 2 references: (name and e mail or phone)

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# MN FCCLA Board Member Commitment Letter

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_agree to serve as a

member of the Board of Directors of MN FCCLA . I understand that my term of office begins (2016-2017) for 1 year.

As a member of the Board of Directors, I agree to:

* Abide by the by laws and constitution of MN FCCLA Association.
* Make an annual personal and/or professional financial contribution
* Attend all meetings of the board including special meetings unless excused.
* Avoid any conflict of interest or appearance of a conflict;
* Participate in short and long range planning activities;
* Ensure effective fiscal controls and accountability;
* Ensure MN FCCLA meets all legal and non-profit requirements;

I agree that if at any time I am unable to fulfill the commitments of a member of the

Board of Directors. I will give appropriate notice of resignation to the Chairperson of the Board.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature and date)

Send to: MN FCCLA, Board Application, 3101 Old Highway 8, Suite 200, Roseville, MN 55113

Candidates will be selected by interview and applications by a Board Chairperson.

## Board Members Job Description

### Title: Member: MN FCCLA Board of Directors

Reports to: Board Chairperson

Role: To serve as a voting member of the board of directors for the MN FCCLA State Association, developing policies, procedures, and regulations, monitoring fiscal performance and the state association’s programs.

#### Term of Voting Directors: 1 years

* Previous state officer-1 year

Time expectations:

* Attend regularly scheduled board meetings

Three to five per year Summer-June, July, Fall-Sept/October, November, Winter-Jan, State Conference-April)

* Participate actively in one or more committees of the board
* Attend scheduled board retreats, planning meetings, workshops or other board development activities.

Obligations:

* Fully understand and support the mission of MN FCCLA state association.
* Help to establish policies.
* Make annual personal and/or professional financial contribution.
* Monitor MN FCCLA financial performance.
* Develop and monitor short and long range planning goals.
* Represent the organization to the public and internal audiences.
* Bring personal/ professional expertise and that of others to support the mission of the organization.