

Northwest Arkansas Gay, Lesbian, Bisexual, & Transgendered Community Center
Application for Board/Officer Positions
(Rev. 10/22/06)

Please print clearly. Completed applications may be submitted as follows:
U.S. mail: NWAGLBTCC – Nominations, P.O. Box 1161, Bentonville, AR 72712-1161
Email: nominate@nwaglbtc.org

All information provided will be kept in the strictest confidence and discussed only between board members. You may leave any information blank that you wish not to reveal. You will be responsible for revealing your credentials to the membership in the manor you best see fit. The NWA GLBT Community Center is governed by the Arkansas Freedom of Information Act and other Federal, State and Local laws regarding 501c3 organizations, public charities, and community service organizations.

Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Position applied for: _____ **Director** _____ **Officer (Specify)** _____

Have you had a felony conviction in the last 7 years? **Yes** **No** (If “yes” please explain on a separate sheet)

Education:

Degree/Year Awarded	Major Field of study	Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____

GLBT community experience (Indicate types of service, duties, any positions held:

Dates (from/to)	Description of activities/duties
_____	_____
_____	_____
_____	_____
_____	_____

GLBT Volunteer experience

Dates (from/to)	Description of activities/duties
_____	_____
_____	_____
_____	_____
_____	_____

Other volunteer & relevant experience:

Dates (from/to)	Description of activities/duties/organizations served, etc.
_____	_____
_____	_____
_____	_____
_____	_____

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Please answer the following questions.

Feel free to type and print out your answers and attach them to this application if you prefer.

1. What experience & skills do you feel you could contribute to the work of the NWAGLBTCC?

2. Why would you like to serve on the Board of the NWAGLBTCC?

3. What contacts do you have that would be beneficial to the work of the NWAGLBTCC?

4. How would people who know you well describe your strengths? Your weaknesses?

5. What is your vision for the future of the NWAGLBTCC?

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Please provide 3 personal/professional references

Reference 1 (Personal):

Name: _____

Phone: _____ **Email:** _____

No. of years known: _____

Capacity: _____

Reference 2 (Professional/volunteer-related):

Name: _____

Phone: _____ **Email:** _____

No. of years known: _____

Capacity: _____

Reference 3 (Personal/Professional):

Name: _____

Phone: _____ **Email:** _____

No. of years known: _____

Capacity: _____

By my signature below, I acknowledge that I have read and will accept the attached Director's Pledge if accepted as a candidate for NWAGLBTCC Director/Officer. I further acknowledge that the foregoing information and statements are true and accurate to the best of my knowledge and belief, and they may be verified at the discretion of the NWAGLBTCC.

Signature

Date

Print Name

**Northwest Arkansas Gay, Lesbian, Bisexual, & Transgendered Community Center
Board Member's Pledge**

I, _____, as a member of the Board of Directors of the Northwest Arkansas Gay, Lesbian, Bisexual, & Transgendered Community Center (NWAGLBTCC), agree to abide by and respect the following guidelines:

General

I will support the activities and policies of the NWAGLBTCC and will do my best to promote its mission as outlined in our Bylaws. I agree to contribute my best skills, energy and efforts to support the work of the NWAGLBTCC.

I will abide by the Bylaws and any policies and procedures adopted by the Board, and I will support other Board members in doing the same.

I will not make public statements on behalf of or speak for the NWAGLBTCC unless specifically authorized to do so by the President and/or Executive Committee.

Board Meetings

I will make every effort to attend all Board meetings, retreats, workshops, and required events.

I will prepare for Board meetings by reviewing the agenda and all related materials in advance and will participate in an active, effective and civil manner in all Board discussions, setting aside personal biases and opinions, in order to promote the good and effective operation of the NWAGLBTCC.

I will listen respectfully to other points of view, observe proper decorum and abide by the discussion format put into place by the Chair. **I agree to respect the confidentiality of discussion held in executive session, as well as private or confidential information provided to the Board.**

Organization Responsibilities

I will accept responsibility for the areas of activity assigned to me and will support those areas either as Board Liaison, or as a member or chair of a committee.

In speaking with members of the community center I will always make a clear distinction between speaking personally, and describing and upholding the policies established by the Board. I will not make verbal or written statements which would tend to confuse this distinction.

I will abstain from exerting undue influence in any discussion or from voting in matters from which I, my partner or a family member may receive direct or indirect gain.

I acknowledge that in exercising my duties, I do not represent any particular constituency, and I shall always vote and work for the best interests of the NWAGLBTCC.

Fiduciary Responsibilities

I understand that as a volunteer Director, I receive no compensation for carrying out my duties. I will claim reimbursement for the moderate and reasonable expenses incurred while on NWAGLBTCC business, but will pay personal expenses myself. I will submit documentation for any reimbursements requested.

Signature

Date