



L O N G L E A F  
Educational Services

## Prospective Board Member Application

Page | 1 *Longleaf Educational Services (LES) is a 501(c)3 nonprofit serving Walton county, Florida and surrounding areas in the greater Northwest Florida region. Our mission is to create educational opportunities for students and community members. Our flagship operation is The Longleaf Writers Conference (LWC).*

The purpose of this application is to enable the current LES Board of Directors to make appropriate choices of Board Members for service to LEC.

Applicants interested in serving as a board member should first read and understand the expectations and rules of Board Membership, read and understand the By-Laws, and submit a completed application. Applicants may also submit references or letters of recommendation for consideration if they so choose.

LEC Board of Director Expectations:

- Support the Mission Statement of LEC.
- Actively engage and recruit new board members, programming, funders, volunteers or donations. Work as a part of a cohesive team with common goals.
- Share his/her skills and expertise.
- Dedicate time to monthly Board Meetings & bi-monthly Committee meetings. Respect and support the majority decisions of the Board.
- Volunteer and assist in LEC programs and activities, include fundraising efforts participate actively in Board meetings, actions, fundraisers and public events.
- Have no more than three (3) consecutive unexcused absences from board or committee meetings. Represent all those whom this organization serves and not a geographic area or interest group. Remain aware of the activities that are planned and make yourself available to participate.
- Declare conflicts of interest as it pertains to your position on the Board and abstain from voting when appropriate.
- Do your best to ensure that LEC is well-maintained, financially secure, growing and always operating in the best interest of the youth.

Thank you for your interest in joining the Board of Directors for LEC. Once your application has been received, directors will reach out to you within two weeks to setup a time to meet, discuss your application and next steps. Please note, we will not be able to accommodate every application due to limited space and the needs of the agency.

Date: \_\_\_\_\_

**Scan application and email to the following email address: [longleafwritersconference@gmail.com](mailto:longleafwritersconference@gmail.com)**



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1. Candidate Name:

\_\_\_\_\_  
First Middle Last

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. Current Position:

\_\_\_\_\_

Current Employer:

\_\_\_\_\_

Work Phone:

\_\_\_\_\_

3. Relevant Experience and/or Employment: Please attach resume.

4. Please circle area(s) of expertise/ contribution you feel you can make to further the mission of FYI:

Youth Outreach/Advocacy

Personnel/Human Resources

Youth Programs/Events

Community Service

Fundraising

Service Learning

Program Evaluation

Social Media/Communications

Strategic Planning

Education/Instruction

Graphic Design/Technology

Grant Writing

Finance/Accounting

Public Relations

Other: \_\_\_\_\_



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5. Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious, and social).

Organization	Role/Title	Dates of Service
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6. What other volunteer commitments do you have?

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7. How do you feel LEC would benefit from your involvement on the Board?

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8. Please list any groups, organizations or businesses that you could serve as a liaison on behalf of LEC:

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9. Please share any other information you feel important for consideration of your application to serve as a LEC member:

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10. Please review and respond to the following questions. Use a separate sheet as necessary.

a. Are you aware of any information about yourself, which might tend to reflect unfavorably on your reputation, morals, character or ability as a board member for LEC?

\_\_\_\_\_ Yes \_\_\_\_\_ No If yes and would like to explain, use a separate sheet of paper.

b. Have you ever been convicted of a felony?

\_\_\_\_\_ Yes \_\_\_\_\_ No If yes and would like to explain, use a separate sheet of paper.

c. Have you ever been convicted of a controlled substance offense?

\_\_\_\_\_ Yes \_\_\_\_\_ No If yes and would like to explain, use a separate sheet of paper.

d. Have you ever been convicted of a sex-related crime?

\_\_\_\_\_ Yes \_\_\_\_\_ No If yes and would like to explain, use a separate sheet of paper.

11. Supplement Questions:

a. Are you willing and able to attend board meetings? Yes No

b. Are you willing to interact with staff, clients, and fellow board members with professionalism and respect? Yes No

c. Are you willing to uphold the responsibilities assigned to you? Yes No

By signing below, I attest that the information I have provided is true and correct. Additionally, my signature represents my agreement to the following statements: I understand and agree to LEC Board of Directors Expectations; I agree to participate pursuant to the Policies, Procedures and Bylaws of the LEC Board; and I understand that if conflicts prevent me from performing the rules and expectations as a Board Member, I may be removed from the Board by a majority vote.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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For Board Use

Nominee has had a personal meeting with an existing Board Member. Who/Date:

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\_\_\_\_\_ Nominee reviewed by the committee. Date: \_\_\_\_\_

\_\_\_\_\_ Nominee proposed to the Board. Date: \_\_\_\_\_

\_\_\_\_\_ Board action:                      Elected                      Rejected                      Date: \_\_\_\_