



## **SAINT PAUL FESTIVAL AND HERITAGE FOUNDATION Board of Directors Nomination & Application Process 2017-2018**

The Saint Paul Festival and Heritage Foundation (SPFHF) is the proud producer of the Saint Paul Winter Carnival and Cinco De Mayo West Side. The SPFHF annually seeks new candidates to fill vacated Board Positions. We are looking for candidates who have been supporters of the SPFHF as past and current members, volunteers, community partners, sponsors or past uniform group legend characters.

Attached is a document designed to provide you information regarding Board obligations and Committee assignments. Board terms generally run for three years. (June-May)

### **Nomination Process:**

If you are interested in becoming a new Board Member please provide a resume highlighting your past and present volunteer experiences, membership with past and current civic and charitable organizations. Your resume should also include a brief statement of your occupational job skills. Along with your resume, include your responses to the following:

1. I am interested in serving on the SPFHF Board of Directors because...
2. I believe that my skills and experience in (for example - finance, marketing, membership development, fundraising, etc.) would benefit the Board of Directors because...
3. If elected to serve on the Board of Directors, I would be most interested in serving in these types of capacities (for example - finance, marketing, membership development, fundraising, etc.).
4. Please provide one non-family member reference we can contact to confirm volunteer participation in another organization.

Please note that submitting information does not guarantee Board placement. The Nomination and Board Development Committee will review all applicants with respect to the needs of the current Board of Directors. This includes, but is not limited to, skills needed to carry out Board functions and strategic plans, representation of various groups, and ability to represent different cultures, values, opinions and perspectives.

**Submit your information by April 15th** to Teri Green at [terigrn@gmail.com](mailto:terigrn@gmail.com) or SPFHF, 429 Landmark Center, 75 West 5<sup>th</sup> Street, Saint Paul, MN 55102. Questions contact Teri or Rosanne Bump, President and CEO, at 651-223-7401 or [rbump@spfhf.org](mailto:rbump@spfhf.org). Incomplete nomination materials submitted will not be considered.

The Nomination and Board Development Committee will make its nomination recommendations to the current Board of Directors and voting will take place at the May Meeting. Notification will take place shortly after the vote.



## **SAINT PAUL FESTIVAL AND HERITAGE FOUNDATION**

### **Board Member General Expectation 2017-2018**

#### **Financial**

- Membership: Board members are expected to maintain a membership with the SPFHF at a financial level comfortable to them.
- \$400 Annual Board Commitment: You will receive Winter Carnival buttons (\$195 value), Spirits of Carnival tickets (\$175 value) and Cinco de Mayo buttons (\$30 value) to be distributed and/or sold or resold.

#### **Attendance**

- Monthly Board Meetings\* - Meetings scheduled the last Wednesday of each month (subject to change) at 4:30 p.m. Depending on agenda, meetings typically end between 5:30-6 p.m. and are held at the Landmark Center, downtown St. Paul
- Special Board Meetings as called by Board Chair
- Board Committee Meetings\*
- Key festival events including but not limited to: Button Unveiling (both private and public), Royal Coronation, Volunteer Appreciation event, Sponsor Recognition event.
- Year-round events including but not limited to: Spirits of Carnival, Golf Tournament, Cinco de Mayo.

\*Attendance is expected for all Board meetings and committees you are on. Any planned absences are to be communicated with the Board Chair. Board members will be contacted, and may be asked to resign, following three missed Board and/or Committee meetings.

#### **Participation**

- At least one Board committee
- At least one event committee
- Meetings with sponsors/partners (as appropriate)
- As a volunteer at events (as needed)

**Thank you!**