



Historic St. Andrews Waterfront Partnership

*1134 Beck Avenue, Panama City, Florida 32401
www.historicstandrews.com*

BOARD APPLICATION AND POSITION DESCRIPTION

You have received this board application because you have been recommended by a friend or you have been identified by an existing board member as someone in our community that we would like to explore for a potential new board member position. We hope you will take this opportunity to learn more about the HSAWP's mission, and the responsibilities of the Board of Directors. We believe as you further explore the HSAWP, the more you will want to partner with our organization in its areas of focus on the Publishing Museum and the growth and revitalization of the St. Andrews Community as a whole.

This application is just the beginning of the process in becoming a new board member. Phone or in-person interviews, an orientation and board approval may also be steps of the process. Ensuring that the Partnership is a good fit for you, and you for us is crucial in quality board development and the overall success of our organization, so the following is some general information for you to contemplate while considering your decision to apply.

The Board of Directors has up to eleven voting members and one non-voting member filled by the Ward 4 City Commissioner. Terms are for three years. Board Member responsibilities include attendance at regular monthly board meetings, the Annual Board Workshop, and committee meetings as necessary. To properly carry out the HSAWP's mission, board positions require a time and energy commitment that should not be underestimated. Board meetings are the second Wednesday of each month, at 7:00 am at the Publishing Museum.

Board members also hold a fiduciary responsibility for the development and management of organizational capital, and ensuring appropriate filings with federal, state, and local authorities consistent with the organization's status as a 501(c)(3) nonprofit organization. As with any Board, members will be solicited for a cash or in-kind donation; 100% participation is sought; the amount is optional, but we ask that board members consider giving at a leadership level.

Should you determine that you have an interest in exploring a board position with the HSAWP, please complete this application and notify your contact person or Executive Director, Michelle Price at (850) 872-7208.

Thank you for your interest in a potential Board of Director position with HSAWP.

- To apply:
 - Submit the Board Application and your résumé to [Name and contact of appropriate person]. PLEASE WRITE "NEW BOARD MEMBER APPLICATION" in the subject line.
 - Copies of the one-page application will be distributed to the Nominating Committee to aid in the selection process.

HSAWP Mission Statement:

The mission of the HSAWP is to advocate for public and private partnerships that elicit the interest of groups and individuals to promote growth, sustainability and economic revitalization within the St. Andrews community, while preserving the historic character and identity of the community. Subsequently, the HSAWP operates and maintains the Panama City Publishing Company Museum and Visitor's Center, operates The Market at St. Andrews and serves in an advisory capacity to the City of Panama City and to the St. Andrews CRA regarding projects, causes and concerns of the business and residential community within the CRA boundaries.

**Historic St. Andrews Waterfront Partnership
Board of Directors Candidate Application**

Name: _____
First MI Last Familiar name

Residence Address: _____

Phone: _____ E-mail: _____

Employer Name: _____

Your title: _____

Address _____

Phone _____ E-mail _____

Type of business or organization _____

Primary service(s) and area/population served _____

Preferred method of contact () Work () Residence

Education/Training/Certificates:

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

How do you feel the Historic St. Andrews Waterfront Partnership would benefit from your involvement on the Board?

Skills, experience and interests (Please circle all that apply)

- | | |
|----------------------------|----------------------------------|
| Finance, accounting | Personnel, human resources |
| Administration, management | Nonprofit experience |
| Community service | Policy development |
| Program evaluation | Public relations, communications |
| Education, instruction | Special events |
| Grant writing | Fundraising |
| Outreach, advocacy | Other _____ |
| Other _____ | Other _____ |

Please tell us anything else you'd like to share. _____

Thank you for applying.

Signature _____ Date _____