



city of muskogee FOUNDATION

Application of Interest for Nomination to the Board of Directors of the City of Muskogee Foundation

The mission of the City of Muskogee Foundation is to *make a real difference in Muskogee*. An important component to ensuring the success of this mission is having strong leadership and governance from the Board of Directors. The City of Muskogee Foundation's bylaws provide the guidelines and provisions for which those Directors must apply for membership, are nominated and/or elected.

General Information:

- The number of directors that will constitute the entire Board of Directors of the Foundation shall be no less than three or more than 15. The number of Director positions vacant and available to be filled with new nominees will vary in any given year.
- The Mayor and City Manager of Muskogee are ex-officio, voting members of the Foundation Board of Directors.
- The City Council designates two members of the Council to serve during their terms in office as voting members of the Foundation Board of Directors.
- All Foundation Directors are elected to six-year terms except the Mayor and City Manager of Muskogee and the two City Councilors. Director terms begin in August at the Foundation's Annual Board Meeting.
- Foundation Board meetings are currently held six times per year in the months of March, April, June, August, October and December; the meetings are held the fourth Monday of the month at 3:30 p.m. The location of each meeting is different each month.
- The City of Muskogee is subject to and adheres to the Oklahoma Open Meetings Open Records Act.

Board Member Job Description

- Understand and promote the organization's mission.
- Be familiar with the organization's grantees and operations.
- Be a working member of at least one committee (monthly meetings; 2nd Monday of each mo.).
- Help educate the community about the Foundation and its grantees.
- Make every effort to attend all board meetings.
- Review materials prior to, and engage in discussion at board meetings.

Application Instructions:

- All applications must be received at the City of Muskogee Foundation office by **5:00 p.m., April 1 (of each year).** **No late applications will be accepted.**
- Complete pages 3-5 of the application in their entirety. Incomplete or unsigned applications will not be accepted.
- Applicants may attach a resume or biography to the application.
- Return completed and signed applications to:
City of Muskogee Foundation
120 N. 3rd St.
Muskogee, OK 74434
Or email to Lwickizer@cityofmuskogeefoundation.org
- Nominations of new board members must be approved by the Foundation Board of Directors and City Council. Applicants will be notified of the status of the Application of Interest prior to the **August** Foundation Board of Directors meeting held on the fourth Monday of that month. Please do not contact Foundation staff or Directors seeking information prior to that date.
- **All applications are subject to the Open Meetings Open Records Act.** This includes all personal information submitted on the form within. All names of applicants, whether officially nominated for a Board of Director's position or not, will be presented to Muskogee City Council and therefore subject to all forms of media publicity.

For additional information contact:

Laura Wickizer,

Grants and Office Manager

(918) 577-6562; Lwickizer@cityofmuskogeefoundation.org

This form may be downloaded electronically at

www.cityofmuskogeefoundation.org



Applicant Information:

First Name: _____ Last Name: _____

Home Address: _____

Company / Business & Title: _____

Company / Business Address / Zip: _____

Preferred Phone: () _____; Other Phone: () _____

Preferred email: _____

Areas of expertise (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Law |
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Human Relations |
| <input type="checkbox"/> Banking / Trusts | <input type="checkbox"/> Marketing / Public Relations |
| <input type="checkbox"/> Education | <input type="checkbox"/> Public Policy |
| <input type="checkbox"/> Entrepreneurship | <input type="checkbox"/> Real-estate |
| <input type="checkbox"/> Financial Management/ Investments | <input type="checkbox"/> Social Services |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Government Relations | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Health & Wellness | |

List any organization or civic club where you currently serve on the board of directors, volunteer on a regular basis or are a member, or have been involved with in the past five years.

Organization	Dates Active

Continued on next page

Organization	Dates Active

Please tell us why you're interested in serving on the Board of Directors for the City of Muskogee Foundation.

Please provide any special interests or characteristics which might be important or helpful in serving on the Board of Directors for the City of Muskogee Foundation.

Do you have any financial or other interests that might present a conflict of interest, or appearance of such a conflict, if you were to be nominated and elected to the City of Muskogee Foundation Board of Directors? YES NO

If YES, please explain: _____

Name of person(s) referring you (if applicable): _____

Contact number for person(s) who referred you: _____

Contact email for person(s) who referred you: _____

I authorize the use of any information contained in this Application of Interest to verify my statements and references. I authorize my reference(s) to answer questions asked concerning my ability, character, reputation and employment. I release all such persons from any liability or damages on account of having furnished such information.

I understand that everything contained in this application is subject to the Open Meetings Open Records Act. By signing and submitting this application the information within is subject to all forms of media publicity.

Print Name

Signature

Date