

# THE WHITTIER ALLIANCE

## Board of Directors At-Large Candidate Application

*Please complete and return this form to the Whittier Alliance office (10 E 25th St.) in person with your proof of eligibility (Whittier residency or property ownership established on or before September 26th, 2018) no later than Friday, February 22nd, 2019 at 5pm.*

*Eligible candidates must be present at the Tuesday, March 26th Annual Meeting to be considered for a Board position. Please do not exceed the space provided in your responses to each question.*

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Work/Business/Property Address: \_\_\_\_\_

\_\_\_\_\_

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

How long have you been a member of the Whittier Alliance? (Length of residency, property or business ownership in the neighborhood):

\_\_\_\_\_  
\_\_\_\_\_

Why are you interested in serving on the Board of Directors?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





*I have read and understand the Whittier Alliance Board of Directors job description and responsibilities. I have participated in Whittier committees, attended meetings or events, or volunteered for neighborhood activities. I give my permission to the Whittier Alliance to display my responses online and at the Annual Meeting to inform voters.*

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

**Members of the Whittier Alliance are eligible for board positions.**

***YOU ARE A MEMBER OF THE WHITTIER ALLIANCE IF YOU...***

*...are a resident of, or*

*...own a business in or are the appointed representative of a business in, or*

*...own property in...*

***THE WHITTIER NEIGHBORHOOD.***

**Whittier Alliance Board of Directors**

Whittier Alliance • 10 E. 25<sup>th</sup> St • Minneapolis, MN 55404

## **Job Description and Responsibilities**

**PRIMARY RESPONSIBILITIES:** Board members are legally, financially, and morally responsible for all activities of the organization. Board members are ultimately responsible for determining agency policies and monitoring outcomes.

### **Human Resources – Board members have four key responsibilities in this area.**

1. Attending all Board meetings and actively participating in at least one committee and/or project team.
2. Hiring, firing, and ongoing evaluation of the Executive Director.
3. Developing and regularly reviewing Personnel Policies.
4. Setting policy regarding how volunteers should be used, in what areas, and generally how the organization should treat, recognize, and celebrate its volunteers.

### **Planning – Board members have four key responsibilities in this area.**

1. Setting and regularly reviewing the organization's mission/philosophy and goals.
2. Planning for the organization's future, on a long-term and short-term basis.
3. Deciding which services and programs the organization provides and prioritizes, as a part of the planning process.
4. Evaluating the organization's programs and operations on a regular basis.

### **Finance - Board members have four key responsibilities in this area.**

1. Ensuring financial stability and accountability of the organization.
2. Overseeing an ongoing process of budget development, approval and review.
3. Raising funds and ensuring that adequate funds are available to support the organization's policies and programs.
4. Managing and maintaining the organization's properties or investments in the best interest of the organization.

### **Community Relations - Board members have four key responsibilities in this area.**

1. Ensuring that the organization's programs and services positively, equitably and appropriately address community needs.
2. Supporting the coordinated dissemination of public communications regarding the organization's services and programs.
3. Providing ongoing public relations, including awareness that Board members are always emissaries of the organization in the community.
4. Considering cooperative action, where appropriate, as there are times when participation in coalitions and partnerships are in the best interest of the organization and the community at large.

### **Organizational Operations - Board members have four key responsibilities in this area.**

1. Assuring that the organization's structure, facilities, resources, and systems are adequate to carry out policies and programs.
2. Assuring that the Board's operations conform to By-Laws, Articles of Incorporation, policies, and mission of organization.
3. Complying with all applicable legal reports, requirements and responsibilities.
4. Maintaining confidentiality where appropriate, avoiding conflicts of interest, and otherwise operating with prudence, diligence, and in good faith.

**Time Commitment – Board members should be able to commit to a minimum of six hours monthly:**

2.5 hours: Board meeting  
2 hours: Committee meetings  
2 hours: Additional volunteer time (sub-committees, task forces, and other committee meetings)

### **Whittier Board Membership**

The Whittier neighborhood is on a steady path toward realizing its goal of fostering a welcoming, diverse, inclusive, and sustainable community. To achieve this important vision, we need the help of residents who are committed to the neighborhood, invested in seeing progress and improvements and are willing to share their talent and perspectives as Whittier Alliance board members. It doesn't take a lot of time but it takes a lot of heart and the ability to see the big picture.

Each year the Whittier Alliance elects 5 board members to serve a 3 year term. The 5 board members join 10 other board members elected from the neighborhood by the neighborhood. Serving on a neighborhood board is civic involvement at its most grassroots and most impactful level. The stop sign at your corner, the youth program at the Park, and even the Whittier International Elementary School itself are examples of Whittier Board involvement, action and decisions. We are asking you to consider running for a seat on the Whittier Alliance board during the March 26, 2019 election.

### **What is expected of a Whittier Board Member?**

The Whittier Board both initiates discussions and projects and acts on decisions that come from the community meetings. These decisions contribute to the livability, the housing climate, and even the commercial viability of the Whittier neighborhood. We need board members who:

- see long-term benefit in thoughtful consideration of options
- can support and help implement the Strategic Plan
- can critically evaluate a proposal and take an unpopular stand if necessary
- are willing to actively share their talent and working knowledge with the Whittier Alliance organization
- are willing to commit an average of 6-8 hours per month to neighborhood meetings and projects
- support and promote the Whittier neighborhood and encourage participation in the neighborhood process and events

Ideas and opinions are good, but we also need active participation and leadership. The average time commitment per month is about 6-8 hours. Attending Committee/Task Force meetings and the Board meeting are basic; assistance with planning and implementation of events is expected. Being a neighborhood ambassador to other residents or businesses is also part of the job. All eligible residents, business, and property owners are encouraged to consider serving on the board. Eligibility is defined in the Whittier By-Laws and Board Application.

We recommend that you begin by attending either the Business Association, Community Issues, or Housing Issues meetings and engage on a project currently in the works. This initial participation will introduce you to the broader neighborhood and the issues that are under consideration and will have impact on Whittier.

If you have questions, please contact me or another board member.

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