

## **BOARD MEMBER APPLICATION / QUESTIONNAIRE**

On behalf of everyone on the Board of the Kayenta Arts Foundation, thank you so much for your interest in volunteering your services to this working leadership and governance body. We know there are many volunteer opportunities in our community, so we're pleased you chose us as one of your priority interests.

The following application offers us an opportunity to know more about you, your skills, attributes and what you would bring to our board. It also gives you a sense of what matters to us and our expectations of any board candidate, from fundraising and volunteering skills, to serving as an ambassador for the Center for the Arts at Kayenta.

The goal of our process is to determine if we are a good fit for each other so that we can increase support for KAF's mission to support the Center for the Arts at Kayenta and create an environment that fosters diverse artistic endeavors for educational and cultural enrichment purposes.

Thank you for taking the time to complete the application below. You can email your application to [board@kayentaarts.com](mailto:board@kayentaarts.com) We recommend you export your completed application into a pdf before emailing it. If you have any questions, please email them to the above address and we will get back to you. We look forward to reviewing it and will notify you following our May Board meeting.

### **PERSONAL INFORMATION**

Name:

Address:

Phone Number:

Email:

Employer:

Employer Address:

Type of Business/Organization:

Preferred Method of Contact: ( ) Text ( ) Email

**VOLUNTEER EXPERIENCE**

Past and Present Membership(s):

Boards, committees, task forces in the public sector (business, civic, community, religious, political, professional, recreational or social)

Organization	Role/Title	Date of Service

Other Volunteer Experience:

**WHY?**

Those committed to volunteering in a leadership capacity have an abundance of organizations to choose from from. We are most appreciative of your interest in ours and would like to hear more. Why our organization and not any other? Please share your motivation and what it is about our work that haws led you to raise your hand to be a leading ambassador for us.

**OUR WORK**

What excites you about the work of any organizations you may have served with prior?  
What to you see as 1-2 challenges and 1-2 opportunities for us in the next few years?

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### SKILLS/EXPERTISE

Please mark/highlight the skills and expertise you will bring to us that will strengthen our board and enhance the ability of our organization to deliver on its mission.

Public Relations	Reading/Understanding budgets and balance sheets	Public Policy/ Advocacy
Legal Expertise	Public Speaking/Presentations	Accounting
Event Planning/Management	HR/Administration	Strategic Planning
Social Media	Marketing	Web Design
Fundraising/Development	Grant Writing	Information Technology
Professional Nonprofit Experience	Facilities	Real Estate
Financial Investment Management	Performing Arts Experience	Visual Arts Experience

[NOTE: Add any other skills or expertise that would be relevant]

## ATTRIBUTES

A board is more than a collection of individuals. It is an entity that governs, approves strategy and engages in robust discussion on relevant issues. It must act as a single entity. As much as possible, the KAF Board works as a consensus-building body. As such, the personality traits you bring to the board will help us to ensure that we have a diversity of personality styles and traits that, when added to our current board members, will enhance the ability off the board members to work together as a governing body. Which most attributes most accurately profiles your style.

- Collaborative
- Respectful of varying points of view
- Willing and able to lead a discussion
- Facilitative style
- Enthusiastic
- Comfortable speaking in front of groups
- Manages time well
- Good listener
- Responsive
- Optimistic
- Strong work ethic
- Good sense of humor
- Asks tough questions with respect

**NOTE:** ADD TO THIS LIST OTHER ATTRIBUTES YOU BELIEVE ARE KEY TO A BOARD'S SUCCESS

**FUNDRAISING**

Among other responsibilities, board members play a key role in raising funds for our organization. It is an expectation of board service that you will introduce people in your sphere of influence to our work and invite them to know and do more — as prospective volunteers, board members, theater members and as donors. Our organization commits to providing you with the information and tools necessary for you stop stand as a vocal and visible ambassador for our work.

Further, we expect every board member to make an annual financial contribution in an amount that is meaningful to them.

Can you speak to your level of comfort with this expectation?

**TIME**

Board service is a true commitment of time and energy. We estimate that board service could be a commitment of 10 to 20 hours each month, depending on seasonal demands. In addition, we ask for involvement in our five annual festivals, and support for and/or attendance at our annual gala.

Do you have any concerns or conflicts that may serve as impediments to this time commitment? If so, how will you manage the demands on your time?

**OTHER**

Who Recommended you for board service?

Please Identify a least two references we can speak with.

Name	Relationship	Best Contact (Phone or Email)

**RESUME**

Please attach your most recent resume and/or professional bio.

**Process & Timeline**

April

- Solicitation for Applications

May

- Applications reviewed, Candidates identified and invited for an interview
- Non-candidates notified
- Board to approve final Candidate roster at May Board meeting

June or September (TBD on availability of new Board Members)

- Tentative Orientation held