



Thank you for your interest in serving on the Gulf Coast Diplomacy Board of Directors. The Board of Directors is made up of individuals from Northwest Florida who are committed to citizen diplomacy and who work to promote the programs and initiatives of the organization. Board members have primary responsibility for the organization's financial viability and policies and are willing to contribute skill, experience, perspective, wisdom, and time to the organization.

We are a 501(c)3 based on our role in economic development and our educational work. We are looking for community members who work in a variety of sectors, not just these two, who can contribute to the vitality of our organization. Please read the mission page under "About Us" on our website for more information.

This document consists of two parts. Please return both sections with accompanying documentation at the same time to the organization. Your application should consist of:

- |  |  |
|--|--|
| <input type="checkbox"/> A completed application | <input type="checkbox"/> A completed nomination form |
| <input type="checkbox"/> A copy of your résumé   | <input type="checkbox"/> A letter of recommendation  |

#### **BOARD OF DIRECTORS RESPONSIBILITIES**

Each member should be aware of the following obligations:

##### Financial Responsibilities:

- Be a member in good standing of Gulf Coast Diplomacy, which includes paying annual dues, actively participating in annual fundraising events, and contributing a \$60 donation to Gulf Coast Diplomacy for events. Board members purchase four tickets to our annual fundraiser (\$75 x 4 = \$300). To ensure economic diversity, minimum dues are currently \$60, but ambassador level dues are encouraged.

##### Participatory Responsibilities:

- Commit to a full three-year term of office;
- Attend quarterly board meetings; board meetings are held in January, April, May (abbreviated), July, and October; Attend monthly committee meetings as needed;
- Be able to participate and/or host or co-host a minimum of one international visitor each year to dinner;
- Serve as an ambassador to the community and promote the organization, both professionally and personally;
- Cultivate potential board members whose participation on the board reflects the diversity of the community;
- Support our events and encourage others to do so; and
- Attract at least one new member to the organization per year.



**BOARD OF DIRECTORS APPLICATION**

*Please complete this form and all required documents and return them by email or mail to the attention of:*

**Jena Melançon**  
**Gulf Coast Diplomacy**  
**150 W. Maxwell St.**  
**Pensacola, FL 32501**  
**Email: [jena@gulfcoastdiplomacy.org](mailto:jena@gulfcoastdiplomacy.org)**

*Annual nomination deadline: April 15<sup>th</sup>*

**I. Candidate Information**

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

Occupation/Organization: \_\_\_\_\_

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

Home/Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**II. Summary of Qualifications**

Please attach a letter of recommendation with a concise summary of your qualifications as they relate to the mission of Gulf Coast Diplomacy.

**III. Candidate Résumé**

Please attach a copy of your résumé including relevant employment, board, and volunteer experience.



#### IV. Introductory Information

So that we may be more familiar with you, please use the space provided to answer the following questions:

- Why do you want to serve on the board of directors?
  
  
  
  
  
  
  
  
  
  
- Have you attended any of our events previously? If so, which and when?
  
  
  
  
  
  
  
  
  
  
- Have you met professionally with our international visitors? If so, what was your takeaway from the experience?
  
  
  
  
  
  
  
  
  
  
- Have you hosted a meal in your home or served as a host family?

#### V. Participatory and Financial Commitments

Our governing body is a working board with participatory and financial commitments. Please read and initial the below to show your understanding and agreement.

I understand I must be a member in good standing with Gulf Coast Diplomacy. I am committing to attending five meetings annually. Board meetings are held in January, April, May, July, and October

Please initial here to show your understanding and agreement: \_\_\_\_\_



I understand it is crucial for the board to have a quorum at each meeting and good communication between the board and the board's executive committee is important. If circumstances prevent my attendance at a board meeting, I will notify the board chair or executive director and will send a written proxy to a fellow board director via email, cc'ing the executive director, so it can be recorded in our corporate record.

Please initial here to show your understanding and agreement: \_\_\_\_\_

I understand I will be asked to attend monthly committee meetings as needed and will communicate with the committee chair if I am unable to attend a committee meeting.

Please initial here to show your understanding and agreement: \_\_\_\_\_

I understand that unless invited to serve for a shorter time, I am committing to a full three-year term of office.

Please initial here to show your understanding and agreement: \_\_\_\_\_

I understand the board is a working board and that other directors will rely on me to join them in participating actively in our fundraising events. If I cannot participate for financial reasons, I will work with the board chair to determine another way to contribute to our efforts for the event.

Please initial here to show your understanding and agreement: \_\_\_\_\_

As a director, I am expected to pay membership dues annually to the organization. To ensure economic diversity on the board, minimum dues are currently \$60, but ambassador-level dues are encouraged.

Please initial here to show your understanding and agreement: \_\_\_\_\_

As a director, I am expected to contribute an annual \$60 board event fee:

Please initial here to show your understanding and agreement: \_\_\_\_\_

As a director, I am expected to purchase four \$75 tickets to our annual fundraiser or to recruit friends to purchase tickets to our fundraiser for which I will receive credit. For me to receive credit, I need to let the executive director know the names of my friends before they purchase tickets. I understand that if this is an economic hardship for me, I will talk to the executive director or board chair in advance of the event. Together we will determine an alternative way for me to contribute to the event.



Please initial here to show your understanding and agreement: \_\_\_\_\_

As a director, I am expected to participate and/or host or co-host a minimum of one international visitor each year to dinner.

Please initial here to show your understanding and agreement: \_\_\_\_\_

As a director, I am serving as an ambassador to the community and need to promote the organization, both professionally and personally.

Please initial here to show your understanding and agreement: \_\_\_\_\_

As a director, I need to cultivate potential board members whose participation reflects community diversity.

Please initial here to show your understanding and agreement: \_\_\_\_\_

As a director, I need to support our events and encourage others to do so.

Please initial here to show your understanding and agreement: \_\_\_\_\_

As a director, I will be responsible for attracting at least one new member to the organization annually.

Please initial here to show your understanding and agreement: \_\_\_\_\_

I understand that at our annual board retreat, the board will engage in a self-evaluation using the above criteria.

Please initial here to show your understanding and agreement: \_\_\_\_\_

I recognize the values of respect, empathy, and inclusivity define our organization. As we continue our mission to foster mutual understanding and create safe spaces where individuals of all political affiliations feel welcome, I acknowledge the critical role each director plays in upholding the values and integrity of our nonprofit. As a board member, I am aware of the significance of my public conduct, particularly on social media platforms. While I may hold strong political beliefs, our nonprofit represents a neutral ground where individuals from all backgrounds can engage in constructive dialogue. Therefore, I will exercise mindfulness when posting on social media, especially regarding political matters, as inflammatory statements or partisan



rhetoric can inadvertently undermine the inclusive environment we strive to cultivate. If I feel compelled to share political viewpoints, to mitigate the potential impact of my words on our community and supporters, I will make such posts private or limit their visibility to "friends only" to demonstrate my commitment to setting a positive example for others and ensuring that knee-jerk reactions do not overshadow our collective efforts toward mutual understanding.

Please initial here to show your understanding and agreement: \_\_\_\_\_

#### **VI. Statement of Board Expectations**

As a director of Gulf Coast Diplomacy, I recognize I must act in a fiduciary capacity in governing the organization:

**Fiscally** – I will be responsible for financial oversight of all revenues, assets, expenditures, and liabilities and for providing for an independent audit.

**Legally** – I am aware that, as a board member, I will be responsible for ensuring adherence to legal standards and I understand I could be held responsible for mismanagement, non-management, or conflict of interest.

**Ethically** – I am aware that I will be responsible for the health and well-being of the organization and for seeing that the public interest the board represents is protected.

I have read and understand these expectations and will strive as a board director to meet them.

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



**BOARD OF DIRECTORS NOMINATION FORM**

**Nominator Information**

Name of Nominator: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

I, \_\_\_\_\_, do hereby nominate \_\_\_\_\_ to serve on the board of directors. I have discussed the responsibilities of board membership with the nominee and the nominee is willing to accept these responsibilities if elected.

\_\_\_\_\_  
(Signature of Nominator)

\_\_\_\_\_  
(Printed Name of Nominator)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Board Officer)

\_\_\_\_\_  
(Printed Name of Board Officer)

\_\_\_\_\_  
(Date)