



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 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). 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 (annual meeting), 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 our 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

Annual nomination deadline: April 15th

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.



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. 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 or donate to our fundraiser. I understand that if this is an economic hardship for me, I will talk to the executive director or board chair, and together we will determine an alternative way for me to contribute.

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 recognize the values of respect and empathy define our organization. As we continue our mission to foster mutual understanding and create 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. I will abstain from speaking to the media on behalf of our organization and 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 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 environment we strive to cultivate. If I feel compelled to share political viewpoints, to mitigate the potential impact of my words on our supporters, I will make such posts private and limit their visibility to "friends only" to demonstrate my commitment to setting a positive example and ensuring that knee-jerk reactions do not overshadow our collective efforts.

Please initial here to show your understanding and agreement: _____



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

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)