

## GLCC Application for Board/Officer Positions

(Rev. 1-10-03)

Please print clearly. Completed applications along with your resumé or CV may be submitted as follows:

U.S. mail: GLCC – Nominations, P.O. Box 5441, Pittsburgh, PA 15206

Fax: 412 535 7081 (Attn.: Kevin Cox).

<b>Name:</b>		<b>Soc. Sec. No. (optional)</b>	
<b>Street Address:</b>		- -	
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	
<b>Telephone:</b>		<b>Email address:</b>	
<b>Position applied for:</b> Director <input type="checkbox"/> Officer <input type="checkbox"/> (Specify: _____)			
<b>Have you ever been convicted of a felony?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> (if "yes", explain on a separate sheet)			
<b>Education:</b>			
Degree/Year awarded	Major field of study	Institution	
<b>Relevant professional experience</b> (starting with most recent):			
Dates (from/to)	Title	Employer/Description of duties	
<b>GLBT community experience</b> (Indicate types of service, duties, any positions held):			
Dates (from/to)	Description of activities / duties		
<b>GLCC volunteer experience:</b>			
Dates (from/to)	Description of activities / duties		
<b>Other volunteer &amp; relevant experience:</b>			
Dates (from/to)	Description of activities / duties / organizations served, etc.		

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Please answer the following questions.

Feel free to type and print out your answers and attach them to this application if you prefer.

**1. What experience & skills do you feel you could contribute to the work of the GLCC?**


**2. Why would you like to serve on the Board of the GLCC?**


**3. What contacts do you have that would be beneficial to the work of the GLCC?**


**4. How would people who know you well describe your strengths? Your weaknesses?**


**5. What is your vision for the future of the GLCC?**


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**Please provide 3 personal / professional references:**

<b>Reference 1 (Personal):</b>	
Name:	
Phone number:	
Email:	
No. of years known:	
Capacity:	

<b>Reference 2 (Professional / volunteer-related):</b>	
Name:	
Phone number:	
Email:	
No. of years known:	
Capacity:	

<b>Reference 3 (Personal / Professional):</b>	
Name:	
Phone number:	
Email:	
No. of years known:	
Capacity:	

By my signature below, I acknowledge that I have read and will accept the attached Director's Pledge, if accepted as a candidate for GLCC Director / Officer. I further acknowledge that the foregoing information and statements are true and accurate to the best of my knowledge and belief, and they may be verified at the discretion of the GLCC.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

## GLCC BOARD MEMBER'S PLEDGE

I, \_\_\_\_\_, as a member of the Board of Directors of the Gay and Lesbian Community Center (GLCC), agree to abide by and respect the following guidelines:

### **General**

I will support the activities and policies of the GLCC and will do my best to promote its mission as outlined in Section I, Article II of our Bylaws. I agree to contribute my best skills, energy and efforts to support the work of the GLCC.

I will abide by the Bylaws and any policies and procedures adopted by the Board, and I will support other Board members in doing the same.

I will not make public statements on behalf of or speak for the GLCC unless specifically authorized to do so by the Chairperson and/or Executive Committee.

### **Board Meetings**

I will make every effort to attend all Board meetings, retreats, workshops and required events,

I will prepare for Board meetings by reviewing the agenda and all related materials in advance and will participate in an active, effective and civil manner in all Board discussions, setting aside personal biases and opinions, in order to promote the good and effective operation of the GLCC.

I will listen respectfully to other points of view, observe proper decorum and abide by the discussion format put into place by the Chair. **I agree to respect the confidentiality of discussions held in executive session, as well as any private or confidential information provided to the Board.**

### **Organization Responsibilities**

I will accept responsibility for the areas of activity assigned to me and will support those areas either as Board Liaison, or as a member or chair of a committee.

In speaking with members of the community I will always make a clear distinction between speaking personally, and describing and upholding the policies established by the Board. I will not make verbal or written statements which would tend to confuse this distinction.

I will abstain from exerting undue influence in any discussion or from voting in matters from which I, my partner or a family member may receive direct or indirect gain.

I acknowledge that in exercising my duties, I do not represent any particular constituency, and I shall always vote and work for the best interests of the GLCC.

### **Fiduciary Responsibilities**

I understand that as a volunteer Director, I receive no compensation for carrying out my duties. I will claim reimbursement for the moderate and reasonable expenses incurred while on GLCC business, but will pay personal expenses myself. I will submit documentation for any reimbursements requested.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date