

**Board of
Director**

**Sponsor
Name**



Application for the Adult Education Center Board of Directors Candidacy

Name	
Company	
Current Occupation (If you are retired, please list your most recent employment as well.)	
Contact Details	
<u>Address</u>	
<i>Telephone</i>	
<i>Cell Phone</i>	
<i>E-mail</i>	

We want to understand your views on current operations and how your potential contributions might fit with the organization’s vision. Please answer the following questions. Limit your response to the space provided. Address and contact information will not be distributed. Please also send your résumé to: Natasha.Charles@AdultEducationCenterTexas.org



1. Please **briefly** describe your academic and professional background, and other relevant experience.
2. Describe your professional leadership strengths or areas of expertise that will enhance your contribution as a member of the Board of Directors.
3. What do you believe are the basic roles of a Member of the Board of Directors?
4. Are you currently related to any employees and or volunteers of the Adult Education Center?
5. Why do you seek a position as a Member of the Board of Directors at the Adult Education Center?



9. What is your preferred method of contact/communication?

_____ Email _____ Phone Call

_____ Text Message

10. Please list the names and telephone numbers of three referrals.

If slated by the Nominating Committee, I agree to actively serve on the Adult Education Center's Board of Directors for a term of three years. I understand that my ability to serve a second term is dependent on my performance during my first term. This includes:

- a) Fulfilling my role and responsibilities from (dates) _____
- b) Attending and fully participating in all board meetings to the best of my ability; Board Meetings are typically the 2nd Wednesday of the month.
- c) Attending and participating in assigned committee meetings to the best of my ability.
- d) Arriving for meetings fully prepared on the issues to be discussed.
- e) Informing the Board Chair and Chief Advancement Officer of my absence prior to a board meeting.
- f) Promoting the programs, Mission, and Vision of the Adult Education Center
- g) Faithfully discharging duties that may be assigned to me.
- h) Attending and participating in Annual Retreats.

II. I agree to abide by the by-laws of the Adult Education Center.

III. I have the full support of my employer regarding the duties and responsibilities of the office that I am seeking. (Note: Slated applicants may be asked to submit a letter of support from their employer.)

IV. I understand that I will be interviewed by the Nominating Committee for this position.

* Please provide your e-signature