



eastown community association

415 Ethel SE
Grand Rapids, MI 49506
616. 451. 3025
www.eastown.org

Thanks for considering joining the Eastown Community Association's Board of Directors. We are a group of individuals who are passionate about our neighborhood and helping people and places thrive here. The ECA's mission is to foster a safe, diverse, and walkable Eastown neighborhood by creating opportunities for neighbors and friends to engage and connect.

Who Can Apply for Board Service?

Anyone who lives, works, or owns property in [Eastown](#) (18 and older) are welcome to apply. The ECA Board of Directors is made up of new-comers and people who grew up here, both owners and renters. Elections are held every February at Eastown's annual meeting.

Applying to Join the Board

1. Submit a completed application by Friday, January 30, 2018.
2. Upon receiving your application, a member of the board's executive committee will reach out to you to schedule an interview. This is an informal face-to-face opportunity for you to learn more about the ECA and the requirements of board service.
3. Observe an ECA board meeting, if you haven't already. Sessions are the second Monday of the month at 6 p.m. at 415 Ethel SE.
4. Attend the annual meeting on Sat., Feb. 10, 2018, where community members vote for board members. Board candidate bios will be posted publicly online prior to the annual meeting.

Requirements During Your Term

- Complete a two-year term, beginning in February of your election year
- Attend monthly evening meetings
 - Meetings are currently held the second Monday of the month from 6 - 7:30 p.m. at the ECA office at 415 Ethel SE.
- Participate in regular email conversation and voting between in-person meetings
- Serve on an ECA committee, such as Community Events, Access, Real Estate Development, etc.
- Secure a block captain for your block (if someone is not already serving)
- Volunteer at ECA events year-round, such as the annual meeting, Bizarre Bazaar, Streetfair, etc.
- Actively work within your Eastown circle to increase the understanding and awareness about the ECA's efforts and neighborhood updates
- Contribute to fundraising efforts by signing year-end appeals, reaching out to businesses for event sponsorships, etc.

Interested in learning more?

We'd love to speak with you! You're welcome to contact Don Lee (don@eastown.org) or Shannon Cunningham, ECA board president (shan.m.cunningham@gmail.com) for more information.



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Board Member Application Packet

Dear potential candidate:

Thank you for your willingness to make a difference in your community! Your participation in Eastown is a chance to help shape our neighborhood's growth and future history.

To be considered, candidates must live or own property or work in Eastown, demonstrate passion for the ECA's mission, and make a two-year commitment to the responsibilities of the Board of Directors. (Individuals who work in Eastown, but do not live here, are eligible to join the board, though \$50 in annual dues is required.) The continued development of Eastown requires varying points of view and a broad knowledge base at the leadership level. This diversity includes race, gender, sexual orientation, professional expertise, cultural background, personal experience, and broader connectivity within West Michigan.

This application packet is intended to help you determine your ability to commit to serve on the ECA's board of directors. Please complete the included application and return it (with a resume) to the ECA office (415 Ethel SE) or to info@eastown.org.

After receiving your application and resume, we'll contact candidates to schedule an informal interview. Following all interviews of potential candidates, the board and Executive Director will approve final candidates for the annual meeting's voting ballot. Ballot candidates will be voted on by all members of the Eastown community during the annual meeting.

On behalf of the ECA, we look forward to receiving your application. We appreciate your support of the ECA and the entire Eastown community. If you have any questions or need any additional information, please do not hesitate to contact us.

Sincerely,

Shannon Cunningham

Shannon Cunningham
Board of Directors, President

RESPONSIBILITIES CHECKLIST

As you consider your commitment, please use the following guidelines and factors required by board members:

- *Observe an ECA board meeting prior to the annual meeting election*
- *Live or own property within Eastown's official boundaries; individuals who work (but do not live) within these boundaries are allowed, but must pay \$50 annual dues*
- *Complete a two-year term, beginning in February of your election year*
- *Attend monthly evening meetings*
 - o *Meetings are currently held the second Monday of the month from 6 - 7:30 p.m. at the ECA office at 415 Ethel SE.*
 - o *Without full attendance, we lose insight and the ability to make the best decisions. Meeting agendas and other information are circulated prior to meetings, and it's expected that members come prepared to discuss.*
- *Participate in regular email conversation and voting between in-person meetings*
- *Serve on a committee (e.g., Community Events, Access, Real Estate Development, etc.)*
- *Secure a block captain for your block (if someone is not already serving)*
- *Volunteer at year-round events (e.g., annual meeting, Bizarre Bazaar, Streetfair, etc.)*
- *Actively work within your Eastown circle to increase the understanding and awareness about the ECA's efforts and neighborhood updates*
- *Check email to stay updated on urgent issues and developments between monthly in-person meetings*
- *Contribute to fundraising efforts by donating, signing year-end appeals, reaching out to businesses for event sponsorships, etc.*

Based on experience, most ECA board members spend approximately ten hours per month working on ECA-related business. Some months require more time, and some require less.

By signing below you agree that you have read the above information and are able to meet the level of commitment required for service as an ECA board member.

Signature _____ Date _____

Printed Name _____

PROFILE

Personal Information

Name: _____

Physical Address: _____

Phone: _____

Email: _____

Professional Information

Place of Employment: _____

Title/Position: _____

Address: _____

Phone: _____

Email: _____

May we contact you at work? Yes No

Time Commitment

Please initial each item below indicating your ability to meet the time commitment:

Board orientation (one-time) 1-2 hours

Board meetings 2 hours/month

Committee meetings/board meeting action items 2-5 hours/month

Respond to board emails/correspondence as needed 1-2 hours/month

Attend ECA events 2-4 hours/month

BACKGROUND

State your motivation for becoming involved with the ECA:

List your strengths, knowledge, and experiences that you would bring to the Board:

List any personal experience you have had with the Eastown community, fundraising, and local non-profits, if any:

REFERENCES

Please list one personal (non-family member) and one professional reference we can contact to learn more about you:

Name: _____

Relationship to you: _____

Phone: _____

Email: _____

Name: _____

Relationship to you: _____

Phone: _____

Email: _____

Board Conflict and Policy Review

Please initial each item below indicating you've reviewed the below documents as a part of the application process (below documents available on eastown.org):

_____ I've read and understand the board conflict of interest policy.

_____ I've read and understand the board policy manual.

****Please submit a current resume or summary of experience.****