



OHIO CITY INCORPORATED BOARD OF TRUSTEES APPLICATION

Chris Schmitt, Board President

Virginia Benjamin, Governance Committee Chair

Thomas S. McNair, Executive Director

March 31, 2023

OCI is currently seeking candidates to fill five Board of Trustee seats which are up for election on Tuesday May 23rd, 2023. Qualified candidates must submit their applications electronically or via mail on or before April 18th, 2023. Applications can be submitted to Tom McNair at tmcnair@ohiocity.org .

OHIO CITY INCORPORATED MISSION:

We lead the development of Ohio City by collaborating to address the needs of a diverse community of engaged people, driving new investments in and preserving the quality of a historic place, and promoting an inviting urban neighborhood for all.

ELIGIBILITY:

The Ohio City Incorporated Board of Trustees consists of 12 resident-elected seats and 5 to 10 appointed seats for community stakeholders. Resident-elected trustees must be residents of the Ohio City neighborhood and a member of Ohio City Incorporated on or before submitting your application.

If you are not a member, visit ohiocity.org/membership to submit a membership application. **To confirm membership, contact Lisa Raber at lraber@ohiocity.org or (216) 781-, ext 100.**

In order to be considered a candidate, a signed copy of the *Ohio City Incorporated Board Expectations* document must be submitted with this application. **Applications are due no later than April 18, 2023 by 12:00 p.m.**

Please contact our office by phone or in person or visit ohiocity.org/board to review the statement of expectations and commitments.

I understand that as a member of the Board of Trustees for Ohio City Incorporated, I will be held accountable to the expectations of this position on an annual basis.

I agree to the expectations and will comply with the requirements.

I cannot meet these expectations.

_____ *Heleu Krige Smith* *Heleu Krige Smith* *4/17/23*
Signature Print Date

APPLICATION CHECKLIST:

Please ensure the following items below are included with your application. Personal information including address, email, and phone number will not be shared. The rest of your application will be posted on the Ohio City Incorporated website and at relevant candidate events.

- | | |
|---|--|
| <input checked="" type="checkbox"/> Part 1: Candidate Information | <input checked="" type="checkbox"/> Application Signed & Dated |
| <input checked="" type="checkbox"/> Part 2: Experience & Professional Expertise | <input checked="" type="checkbox"/> Signed Ohio City Incorporated Board Expectations Document* |
| <input checked="" type="checkbox"/> Part 3: Personal Statement | |

*Available online at ohiocity.org/board

OHIO CITY INCORPORATED BOARD OF TRUSTEES APPLICATION

PART 1 : CANDIDATE INFORMATION

Please fill out the contact information below. Personal information including address, email, and phone number will not be shared.

Name:	Heleen Knize Smith				
Address:			State:		Zip:
Phone:		Email:			
Ohio City Incorporated Membership:	<input checked="" type="checkbox"/> I am currently a Resident Member in-good-standing				
	<input type="checkbox"/> My Resident Membership form is attached to this application.				

PART 2 : EXPERIENCE & PROFESSIONAL EXPERTISE

Please check the areas in which you have experience and/or professional expertise. Responses to Part 2 will be made available to Ohio City Incorporated membership prior to the election.

<input type="checkbox"/> Accounting	<input checked="" type="checkbox"/> Developer/Builder	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Bilingual	<input type="checkbox"/> Education	<input type="checkbox"/> Legal
<input checked="" type="checkbox"/> Community Activist	<input type="checkbox"/> Finance/Lending	<input type="checkbox"/> Marketing
<input checked="" type="checkbox"/> Community Connections	<input type="checkbox"/> Fundraising	<input checked="" type="checkbox"/> Outreach
<input type="checkbox"/> Construction Contractor	<input type="checkbox"/> Grant Writing	<input type="checkbox"/> Real Estate
<input type="checkbox"/> Design/Architecture	<input checked="" type="checkbox"/> Historic Preservation	<input type="checkbox"/> Strategic Planning

PART 3 : PERSONAL STATEMENT

Please answer the following questions & attach with your application. *see attached* Limit 1 page, single-spaced. Responses to Part 3 will be made available to Ohio City Incorporated membership prior to the election.

- 1) Why do you wish to serve on the Ohio City Incorporated Board of Trustees?
- 2) In what ways do you feel your strengths, knowledge, skills, and experience will help Ohio City Incorporated further it's mission?
- 3) Describe your involvement in Ohio City and/or non-Ohio City neighborhood organizations. Include Ohio City Incorporated sponsored committees, projects, or block clubs if applicable.

APPLICANT SIGNATURE

This application was completed to the best of my knowledge and in good faith:

<i>Heleen Knize Smith</i>	Heleen Knize Smith	4/19/2023
Signature	Print	Date

FORMS CAN BE SUBMITTED VIA MAIL OR E-MAIL TO:

Ohio City Incorporated
ATTN. OCI Governance Committee
3308 Lorain Avenue
Cleveland, OH 44113

Virginia Benjamin, Governance Committee : gigibenjamin@gmail.com
Tom McNair, Executive Director : tmcnair@ohiocity.org





**BOARD OF TRUSTEES
STATEMENT OF EXPECTATIONS**

The following responsibilities are specific to Ohio City Incorporated (“OCI”) and are articulated for the purpose of complementing or clarifying certain expectations for the traditional governing responsibilities of Board of Trustees.

Please **return** a signed copy of this form. This acknowledges that you have read the statement and understand the expectations and commitment being asked of you as a member of the Board of Trustees.

1. Commit to the mission and goals of OCI, as stated in the Bylaws, strategic plan or other initiatives agreed upon by the Board.
2. Attend meetings of the Board of Trustees: Up to twelve (12) meetings are scheduled each year. Trustees are expected to attend all meetings of the Board during their term. Trustees who must miss an occasional meeting are expected to inform the Board President. Chronic absence may lead to removal from the Board.
3. Serve on at least one committee and attend committee meetings. Meeting dates and times are established by the chairman of each committee.
4. Observe the parliamentary procedures and display courteous conduct in all Board and committee meetings.
5. Prepare for meetings by reviewing agenda materials in advance of meetings.
6. Contribute your expertise through participation in Board meetings and strategic development of the Board and OCI. As a Trustee it is your duty to be informed about matters pertaining to OCI and to vote on resolutions affecting the organization. Participation requires active engagement, which includes articulating and responding to alternative viewpoints through effective, respectful communication, and voting on record when resolutions are brought up for Board vote.
7. Attend and/or volunteer for OCI-sponsored events. Trustees are encouraged to attend as many events as possible, but must attend as a guest or volunteer for at least two major events coordinated by OCI each year. Your attendance as a guest at events requires the purchase of a ticket, the cost of which is either fully or partially tax deductible.
8. Make a personal financial contribution to OCI each year, which is then either donated to the Ohio City Improvement Fund or to a separately funded Board-sponsored neighborhood project. A gift of at least \$100.00 is suggested. Gifts in-kind will not substitute for the minimum contribution.

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This amount is not inclusive of any membership dues that the Board may elect to require. The Board contribution and any dues are 100% tax deductible.

9. Commit to uphold and comply with fiduciary duties of care, loyalty, compliance, and to maintain accounts as provided under Ohio law.
10. Disclose any potential conflict of interest with OCI and possess the ability to make independent decisions, unencumbered by material conflict of interest.
11. Refrain from discussing or sharing confidential Board business with non-board members in accordance with our confidentiality policies.
12. Be willing to participate in periodic Trustee self-evaluations and annual board evaluations, and be open to constructive feedback on performance as a Trustee.
13. Support in a positive manner all actions taken by the Board of Trustees even when in a minority position on such actions. Recognize that decisions of the Board can be made only by a majority vote at a Board meeting and respect the majority decisions of the Board, while retaining the right to seek changes through ethical and constructive channels.
14. Exercise authority as a Trustee only when acting in a meeting with the full board or as delegated by the Board.
15. Refrain from intruding on administrative and personnel issues that are the responsibility of the Executive Director, except to monitor the results of the organization.
16. Represent OCI in a positive and supportive manner at all times.
17. Abide by this Statement of Expectations, the Confidentiality Agreement, the Conflict of Interest Agreement, and all other Board operating policies and procedures.

I understand that as a member of the Board of Trustees for Ohio City Incorporated, I will be held accountable to the expectations above on an annual basis.




I agree to the above statements and will comply with the requirements



I cannot meet these expectations and regretfully tender my resignation

/s/:


Print Name: Helen Knife Smith

Date:

25 Aug 2022

1) Why do you wish to serve on the Ohio City Incorporated Board of Trustees?

I've lived in Ohio City since 1970 where I raised my children, both of whom live in Ohio City as adults. I've witnessed Ohio City evolve into a safe, vibrant neighborhood where people want to live and raise their families. Our neighborhood has a history of strong, grassroots organizations working for the betterment of everyone who lives here. Ohio City Inc. provides essential contributions to the quality of life of our community. I have been serving on the Board and wish to continue that service and as well as see the completion of several initiatives.

2) In what ways do you feel your strengths, knowledge, skills, and experience will help Ohio City Incorporated further its mission?

I served as Cleveland City Council representative from Ohio City for 18 years and then worked for Cuyahoga County as Director of the Treasurer's Housing Loan Program and a member of the Board of Revision. Prior to election to Council, I was public relations and fund raising director for non-profits. After leaving County government I headed my own consulting firm, HKS Consultants, working primarily with neighborhood organizations, assisting staff with economic development projects. We also constructed new housing in the south of Lorain neighborhood. Knowledge of City and County government along with practical knowledge of successful neighborhood projects and work in non-profits give me a unique background and experience to assist and advise OCI in furthering its mission.

3) Describe your involvement in Ohio City and/or non-Ohio City neighborhood organizations. Include Ohio City Incorporated sponsored committees, projects, or block clubs if applicable.

Along with other neighbors, we founded the Ohio City Block Club Association and several other community organizations. As the Council Representative, I served on numerous neighborhood Boards or Advisory Committees. Most recently I have served on the Ohio City Board, Chair the Safety Committee and a member of the Bridge, Carroll, Jay Block club. I serve on the Board of the Cleveland charter school, Promise Academy and Head their Outreach and Community Involvement Committee and am a member of the Legacy Leaders, Cleveland Leadership Center.