



## OHIO CITY INCORPORATED BOARD OF TRUSTEES APPLICATION

**Chris Schmitt, Board President**  
**Brendan Doyle, Governance Committee Chair**  
**Thomas S. McNair, Executive Director**

February 1st, 2019

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Ohio City Incorporated is currently seeking candidates to fill four Board of Trustee seats which are up for election on Tuesday, April 30th, 2019. Qualified candidates must submit their applications electronically or via mail on or before March 14th, 2019 by 5:00pm.

### ELIGIBILITY:

The Ohio City Incorporated Board of Trustees consists of 12 resident-elected seats and 7 appointed seats for community stakeholders. To apply for one of the Ohio City Incorporated Board of Trustees seats, you must be a Resident Member of Ohio City Incorporated on or before submitting your application. If you are not a member, visit [ohiocity.org](http://ohiocity.org) to access a membership application. **To confirm the status of your membership, contact Lisa Raber at [lraber@ohiocity.org](mailto:lraber@ohiocity.org) or by phone at (216) 781-3222 .**

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 March 14<sup>th</sup>, 2019 by 5:00pm.***

### 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.*

- Part 1: Candidate Information
- Part 2: Experience & Professional Expertise
- Part 3: Personal Statement
- Application Signed & Dated
- Signed Ohio City Incorporated Board Expectations Document
- Resume or Curriculum Vitae

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

**ATTN. OCI Governance Committee**  
**Ohio City Incorporated**  
**2525 Market Avenue, Suite A**  
**Cleveland, OH 44113**

**Brendan Doyle, Governance Chair** : [brdoyle77@aol.com](mailto:brdoyle77@aol.com)  
**Carrie Miller, Director of Neighborhood Services** : [cmiller@ohiocity.org](mailto:cmiller@ohiocity.org)



## **2019 BOARD OF TRUSTEES STATEMENT OF EXPECTATIONS AND COMMITMENT**

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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.

By signing this form, you are acknowledging 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. Board members are expected to attend all meetings of the Board during their term. Board members 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 Board of 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. Board of 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. If 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. In-kind gifts will not substitute for the minimum contribution. 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.

TEL 216.781.3222    FAX 216.781.3252    WEB [ohiocity.org](http://ohiocity.org)

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Cleveland, OH 44113

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## PART 1 : CANDIDATE INFORMATION

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

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

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

## PART 3 : PERSONAL STATEMENT

Please answer the following questions & attach with your application. 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) Please describe your experience in the areas checked in Part 2. Include any special achievements and/or any experiences that you feel would enhance the organization.
- 3) Describe your involvement in Ohio City neighborhood organizations or Ohio City Incorporated sponsored committees, projects, or block clubs.
- 4) Describe your involvement in non-Ohio City neighborhood organizations/activities.

## APPLICANT SIGNATURE

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

**Signature**

**Print**

**Date**



- 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 Board of Trustee self-evaluations and annual board evaluations, and be open to constructive feedback on performance as a board member.
- 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 Board of 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.**

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**Signature**

**Print**

**Date**





## OHIO CITY INCORPORATED MISSION & VISION

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### 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.

### VISION:

Ohio City strives to be Cleveland's most complete neighborhood, a destination for celebrating the city's thriving culture and a welcoming community for all people to make a home, raise a family, start a business, serve others, and live a full life.

### STATEMENT OF VALUES:

**HISTORY** - Upholding the legacy of Ohio City by preserving the historic fabric of the neighborhood, both physical and social.

**EQUITY** - Creating and maintaining a neighborhood that provides equal opportunities for all, with particular focus on affordability and removing barriers to living a sustainable life.

**DIVERSITY** - Celebrating and embracing the diversity of all regardless of age, cultural background, economic circumstances, gender, gender identity & expression, race, religion, or sexual orientation.

**INCLUSIVITY** - Engaging the Ohio City neighborhood in ongoing dialogue to understand the impact of programs, initiatives, and development projects on all residents and stakeholders.

**URBANISM** - Practicing, planning for, and promoting the belief that city life offers value and meaning to everyone through social, economic, recreational, and environmental benefits.

**COLLABORATION** - Partnering with neighbors, businesses, and external stakeholders to build and leverage capacity, achieve sustainability, and create neighborhood impact.

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