OHIO CITY

INCORPORATED

est 1836

2026-2027 OHIO CITY INCORPORATED APPOINTED BOARD OF TRUSTEES APPLICATION

APPLICATION DEADLINE EXTENDED OCTOBER 30th, 2026

OCI is currently seeking candidates to fill the one-year appointed Board of Trustee seats for the 2026-2027 board year. Qualified candidates must submit their application electronically or via mail on or before **October 30th** at 5pm. Applications can be submitted to GiGi Benjamin at gigibenjamin@gmail.com. and Jane Platten at jplatten@ohiocity.org

OHIO CITY INCORPORATED MISSION: OCI strives to enhance the quality of life for those who live, work, and play in our historic, urban and diverse neighborhood by advocating, collaborating, and convening forums for community promotion and problem solving, by creating space for gathering, and by improving the community's beauty and safety.

ELIGIBILITY: The Ohio City Incorporated Board of Trustees consists of 12 resident-elected seats and 5 to 10 appointed seats for community stakeholders. Community stakeholders interested in being appointed to the Board of Trustees are not required to be a resident of the service area, but each business member and institutional member whose representatives serve on the Board, shall be a member of the Corporation in good standing at the time of appointment.

If you (or your business/institution) are not a member, visit ohiocity.org/membership to submit a membership application. To confirm membership, contact Brandon Collier at bcollier@ohiocity.org or 330-604-4706.

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 **October 30th**. 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.**

_____

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 webize and at relevant appointment meetings.

- ❑ **Part 1: Candidate Information**
- ❑ **Part 2: Experience & Professional Expertise**
- ❑ **Part 3: Personal Statement**
- ❑ **Application Signed & Dated**
- ❑ **Signed Ohio City Incorporated Board Expectations Document**

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OHIO CITY INCORPORATED APPOINTED BOARD OF TRUSTEES APPLICATION

PART 1: CANDIDATE INFORMATION

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

Name:							
Address:		**City:**		**State:**		**Zip:**	
Phone:		**Email:**					
Ohio City Incorporated Membership:		☐ I am currently a Resident Member in-good-standing					
		☐ 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.

☐ **Accounting/Finance**	☐ **Developer/Builder**	☐ **Human Resources**
☐ **Bilingual**	☐ **Education**	☐ **Legal**
☐ **Community Activist**	☐ **Finance/Lending**	☐ **Marketing**
☐ **Community Connections**	☐ **Fundraising**	☐ **Outreach**
☐ **Construction Contractor**	☐ **Grant Writing**	☐ **Real Estate**
☐ **Design/Architecture**	☐ **Historic Preservation**	☐ **Strategic Planning**

PART 3: PERSONAL STATEMENT

Please answer the following questions & attach with your application. Limit 1 page, single-spaced.

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 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

APPLICANT SIGNATURE

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

Signature **Print** **Date**

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2025 BOARD OF TRUSTEES STATEMENT OF EXPECTATIONS AND COMMITMENT

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 chairperson 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. If your attendance as a guest at events requires the purchase of a ticket, **the cost of the ticket may be 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

3308 Lorain Avenue

Cleveland, OH 44113

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 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.**

Signature	**Print**	**Date**

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