



# Board of Directors Application Form

Panhandle Book Club Inc.  
4629 Forsyth Street, Unit 58  
Bagdad, FL 32530

info@panhandlebookclub.org

## Candidate Personal Information

Name \_\_\_\_\_  
Date Of Birth \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

## Professional Information

Profession \_\_\_\_\_ Industry \_\_\_\_\_  
Work Number \_\_\_\_\_ Email \_\_\_\_\_  
Current Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Employer Address \_\_\_\_\_

Primary Service(s) and area/population served \_\_\_\_\_

Preferred method of contact:  Personal  Work

Who recommended you for Board service? \_\_\_\_\_

## Qualifications

Please list boards/committees that you serve(d) on: (business, civic, community, fraternal, political, professional, recreational, religious, social, etc.), including organization, title and dates of service

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list your education, training, and certifications

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\_\_\_\_\_  
\_\_\_\_\_

Please list any groups, organizations or businesses that you could serve as a liaison to on behalf of PBC Inc.

\_\_\_\_\_  
\_\_\_\_\_

Skills, experience and interests (please check all that apply)

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|---|--|--|--|
| <input type="radio"/> Finance, accounting               | <input type="radio"/> Nonprofit experience | <input type="radio"/> Program Evaluation     | <input type="radio"/> Event Planning         |
| <input type="radio"/> Personnel, HR                     | <input type="radio"/> Community Service    | <input type="radio"/> Public Relations       | <input type="radio"/> Grant Writing          |
| <input type="radio"/> Admin, Management                 | <input type="radio"/> Policy Development   | <input type="radio"/> Education, instruction | <input type="radio"/> Fundraising            |
| <input type="radio"/> Outreach/Advocacy                 | <input type="radio"/> Legal/Government     | <input type="radio"/> Marketing/Social Media | <input type="radio"/> Graphic/Print Design   |
| <input type="radio"/> Public Speaking/<br>Presentations | <input type="radio"/> Strategic Planning   | <input type="radio"/> Web Design             | <input type="radio"/> Information Technology |
| <input type="radio"/> Other: _____                      |  |  |  |

WHY? Those committed to volunteering in a leadership capacity have an abundance of organizations to choose from. We are most appreciative of your interest in ours and would like to hear more. Why our organization and not any other? What excites you about the work of our organization? Please share your motivation and what it is about our work that has led you to raise your hand to be a leading ambassador for us.

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What do you see as 1-2 challenges and 1-2 opportunities for us in the next few years?

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FUNDRAISING: Among other responsibilities, board members play a key role in raising funds for our organization. It is an expectation of board service that you will introduce people in your sphere of influence to our work and invite them know and do more – as prospective volunteers, board members, staff and as donors. Our organization commits to providing you with the information and tools necessary for you to stand as a vocal and visible ambassador for our work. Further, we expect every board member to make an annual financial commitment for each year of board service. Our minimum board gift is \$1500 per year, though this may be offset by donations you solicit on our behalf. This is what we call our “Give or Get” policy and it is vital to the health of PBC Inc. Can you speak to your level of comfort with this expectation?

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TIME: Board service is a true commitment of time and energy. We estimate that board service could be a commitment of about 4 hours each month, including attendance at official meetings. In addition, we ask that members help with presentations and tabling events, as they are available. Do you have any concerns or potential conflicts that may serve as impediments to this time commitment? If so, how will you manage the demands on your time?

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Have you ever been convicted, plead guilty or plead no contest to a crime? If yes, please explain.

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Please identify at least two references who can speak to your work ethic and character. Please list name, best contact information, and relationship to you.

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**Please attach with this application an updated resume. A cover letter is appreciated but not required.**

Disclosure: If your application is selected for further consideration, Panhandle Book Club Inc. may collect a background check report that could include information about your work, credit, and any criminal history. Your signature on this form indicates your consent to our obtaining this information about you as part of the regular and responsible process for vetting board members for our organization.

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*Candidate's Signature*

*Date*

Thank you so much for your application!