



The mission of the Addison Legacy Foundation Fund is to provide funding for projects and philanthropic initiatives that enhance the quality of life for those who live in, work in, or visit the Town of Addison.

**Board of Directors
Nomination / Application Form**

Name of Candidate:	_____
Company Name:	_____
Profession:	_____
Address:	_____
City:	_____ State: _____ Zip code: _____
Phone(s):	_____ Cell: _____
Email address:	_____

Nominator (if not self-nominating): _____

Short Biography: (please attach a complete resume):
<i>Please provide a paragraph that describes yourself and your interest and experience related to the Town of Addison.</i>

Please share any experience, skills or resources you would bring to the ALF Board.

Have you supported any of the ALF projects (Dog fountains, Fire Truck Restoration, Run the Lights 5K) in the past year, and if so, please share your thoughts:

Potential Conflicts of Interest:

Please disclose any prior relationships with any ALF Board members or staff. Disclose any business related legal issues –pending and past. Is there anything else you feel you should disclose that could be viewed as a conflict of interest or a potential risk to Addison Legacy Foundation Fund?

Other Information:

Please select any of the following areas where you have experience (Circle all that apply):

- Prior non-profit experience
- Fundraising
- Public Relations
- Law/Legal
- Strategic Planning

- Finance
- Marketing
- Public Speaking
- Community relations
- Other: _____

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Nominating process:

Please note: your application and nomination will be kept strictly confidential. Not all applicants will be called for a meeting with the nominating committee. Submission of an application for nomination does not, in any way, oblige you or Addison Legacy Foundation, nor does it imply any legal obligation by the Addison Legacy Foundation Board. Upon submission, the Nominating Committee will acknowledge receipt of your nomination and inform you of next steps. Generally speaking, most nominees will be interviewed by the Nominating Committee; however, depending on current and/or future Board interests, not all candidates may meet the current criteria. Nominations are reviewed by the Nominating Committee of the Board and then voted upon by the full Board.

General Board of Directors requirements

The Fund exists as a fund of the Communities Foundation of Texas (“CFT”) and does not have a separate existence. While the Board of Directors function as a body in its deliberations and policy-level decisions, its members are elected as individuals. Each individual member must accept the mission and goals that support the Addison Legacy Foundation Fund. The Board ensures that the decisions they make reflect these goals. The Board is responsible for the overall governance of Addison Legacy Foundation Fund and to serve this function the Board’s roles are to ensure the fulfillment of Addison Legacy Foundation Fund’s obligations; policy-making; strategic planning; fundraising; financial oversight and community interaction.

In carrying out these functions, the Addison Legacy Foundation Fund Board makes some decisions reserved exclusively to it and assumes the legal responsibilities for its and management’s decisions. All activities of the Fund shall be consistent with the law and with the policies and procedures of CFT.

The Board meets 10 times per year (once each month, except in July and December), currently on the fourth Thursday of each month at 4pm. Board members are expected to attend 75% of Board meetings each year. Board members are encouraged to make a tax-deductible contribution to ALF in any amount that the board member feels is generous and to their giving capacity. Board members serve as ambassadors to Addison Legacy Foundation Fund in and around the community and are encouraged to introduce friends, colleagues and associates to the Foundation and its work. In addition, Board members are expected to participate actively in ALF special events.

For Board Use			
<input type="checkbox"/> Nominee meeting with board chair or other board member.		Date	_____
<input type="checkbox"/> Nominee reviewed by the committee.		Date	_____
<input type="checkbox"/> Nominee attended a board meeting.		Date	_____
<input type="checkbox"/> Nominee interviewed by the board.		Date	_____
<input type="checkbox"/> Action taken by the board	<input type="checkbox"/> Elected	<input type="checkbox"/> Rejected	Date _____