



ECHO Board of Directors Application

Thank you for your interest in leading ECHO! Our Board is a working group that supports the organization by governing, advising, overseeing policy and programming, plus assists with leadership and general promotion.

To learn more about our available positions, please review our Board job descriptions.

If you would like to join us, submit this application, a resume, and a cover letter that includes answers to the questions below to this [email](#). Following receipt of your application, you will be contacted for an interview.

Full Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Employer/Occupation (past or present): _____

Current/Last Position Held: _____

Signature: _____ Date: _____

Mark the position(s) you are interested in:

(Each officer has a term of two years, Members at Large have one year terms)

- | | |
|---|--|
| <input type="checkbox"/> President | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Vice President | <input type="checkbox"/> Member at Large |
| <input type="checkbox"/> Secretary | |

Our Board involves active participation by its members on two standing committees. Please indicate which committees you would be interested in serving on: *(There are four 4 options below.)*

- Internal Affairs** *(All internal and operational issues, including (but not limited to) those related to finance, human resources, volunteer coordination, collections, grounds, and facilities)*
- External Affairs** *(All external issues, including (but not limited to) fundraising, membership, exhibitions, education, events/outreach, and marketing)*



- Governance** (*Manages the health and functioning of the Board, including (but not limited to) new member recruitment, conducting orientations, producing Board materials, and evaluates the performance of the Board itself*)
- Executive Committee** (*Officer Positions Only – Organizers of the Board meeting agendas, and serve to guide the Executive Director in timely leadership decisions when/if needed.*)

Please outline the skills you would bring to your selected committees:

Are you an ECHO member? Yes No

Please note: Directors must have a current ECHO membership to serve on the Board. Not a member? Join us by visiting [here](#).

Membership levels are featured below for your reference:

- \$15 Student - Unlimited admission for one
- \$20 Senior (65+) - Unlimited admission for one
- \$20 Military/Veterans/Educators – Unlimited admission for one
- \$25 Individual – Unlimited admission for one
- \$35 Family – Unlimited admission for two adults and two family members
- \$45 Family Plus – Unlimited admission for three adults and three family members

Candidate Questions:

1. Do you have any current or past Board experience? If so, with what organization(s) and in what capacity?
2. Please explain how your current work, interests, and/or background relate to ECHO's mission.
3. What skills, talents, and/or enthusiasm will you contribute to our Board of directors?
4. What do you hope to accomplish and/or learn by serving as a director?

Please also read ECHO's set of mutual expectations for Board Members on the next page.

Thank you for your consideration!



Mutual Expectations for ECHO Board Members

ECHO's Mission: Preserve and stimulate an interest in the history of the Fairview, Rockwood and Wilkes areas of East Multnomah County, Oregon. Our goal is to ensure that future generations of these three areas do not lose touch with their past.

As you consider this opportunity, please familiarize yourself with this list of expectations:

As a Board Member —

1. I will interpret the organization's work and mission to the community, and promote the organization.
2. I will attend at least 75% of Board meetings, committee meetings, and special events.
3. I will make a personal financial contribution at a level that is meaningful to me.
4. I will actively participate in one or more fundraising activities.
5. I will actively participate in two standing committees.
6. I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.
7. I will take seriously the major legal responsibilities of serving on a Board, including and especially the fiduciary role.
8. I will stay informed about what's going on in the organization. I will ask questions and request information.
9. I will participate in and take responsibility for making decisions on issues, policies, and other Board matters.
10. I will work in good faith with staff and other Board members as partners towards achievement of our goals.

From ECHO —

1. I will receive a Board orientation by the Executive Director and a current member of the Board of Directors.
2. I will be sent, at least quarterly and without request, financial reports and an update of organizational activities that allow me to act as a "prudent person" in my legal responsibilities as a Board member.



EAST COUNTY HISTORICAL ORGANIZATION

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info@echohistory.org | www.echohistory.org

3. Opportunities will be offered to me to discuss with the Executive Director and the Board President the organization's programs, goals, activities, and status; additionally, I can request such opportunities.
4. The organization will help me perform my duties by keeping me informed about issues in the heritage and local communities in which we are working, and by offering me opportunities for professional development as a Board member.
5. Board members and staff will respond in a straightforward fashion to questions I have that I feel are necessary to carry out my fiscal, legal and moral responsibilities to this organization.
6. Board members and staff will work in good faith with me towards achievement of our goals.
7. If the organization does not fulfill its commitments to me, I can call on the Board President and Executive Director to discuss these responsibilities.