



## Prospective Board Member Application

*Friends of Ottawa NWR is a 501(c)3 nonprofit serving Ohio's only national wildlife refuge complex.  
Our mission is to increase awareness and the capability of Ottawa National Wildlife Refuge by  
engaging others and advocating for conservation initiatives.*

The purpose of this application is to enable the current Friends of Ottawa NWR (FONWR) nonprofit board to make appropriate choices of Board Members for service to FONWR and the Ottawa National Wildlife Refuge Complex.

Applicants interested in serving as a board member should first read and understand the expectations and rules of Board Membership and submit a completed application before **September 1, 2019**. Applicants may also submit references or letters of recommendation for consideration if they so choose. All correspondence should be emailed to [friendsofottawanwr@gmail.com](mailto:friendsofottawanwr@gmail.com) or sent to FONWR, 14000 W State Route 2, Oak Harbor, OH 43449.

Friends of Ottawa NWR Board of Director Expectations:

- Support the Mission Statement of FONWR.
- Actively engage and in FONWR.
- Work as a part of a cohesive team with common goals.
- Share his/her skills and expertise.
- Dedicate time to FONWR board and committee meetings.
- Respect and support the majority decisions of the board.
- Volunteer and assist in FONWR's programs and events, including fundraising efforts.
- Participate actively in board meetings, actions, fundraisers and public events.
- Have no more than three (3) consecutive unexcused absences from board meetings and/or activities.
- Represent all those whom this organization serves and not a particular geographic area or interest group.
- Remain aware of the activities that are planned and make yourself available to participate.
- Declare conflicts of interest as it pertains to your position on the board and abstain from voting when appropriate.
- Do your best to ensure that the FONWR is well-maintained, financially secure, growing and always operating in the best interest of the nonprofit and Ottawa National Wildlife Refuge.

FONWR Board of Director Rules:

- There will be no criticizing of fellow board members or their opinions in or out of the board meetings.
- There will be no use of the organization for personal advantage or that of friends or relatives.
- There will be no discussion of the confidential proceedings of the board outside the board room.



**FONWR Nonprofit Board of Directors**



6. What other volunteer commitments do you currently have?

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7. Why are you interested in serving as a board member for FONWR?

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8. How do you feel FONWR would benefit from your involvement on the board?

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9. Please list any groups, organizations or businesses that you could serve as a liaison on behalf of FONWR:

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10. Are you prepared to make a mutli-year volunteer committment as a board member of FONWR?

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11. Please share any other information you feel important for consideration of your application to serve as a FONWR board member:

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**FONWR Nonprofit Board of Directors**



12. Please review and respond to the following questions. Use a separate sheet as necessary.

- a. Are you aware of any information about yourself, which might tend to reflect unfavorably on your reputation, morals, character or ability as a board member for FONWR?  
 Yes  No (if yes and would like to explain, use a separate sheet of paper.)
- b. Have you ever been convicted of a felony?  
 Yes  No (if yes and would like to explain, use a separate sheet of paper.)

13. Supplement Questions:

- a. Are you willing and able to attend board meetings?  Yes  No
- b. Are you willing to interact with members, staff, and fellow board members with professionalism and respect?  Yes  No
- c. Are you willing to uphold the responsibilities assigned to you?  Yes  No

By signing below, I attest that the information I have provided is true and correct. Additionally, my signature represents my agreement to the following statements: I understand and agree to the Friends of Ottawa National Wildlife Refuge Board of Directors Expectations; I agree to participate pursuant to the Policies, Procedures and Bylaws of the Friends of Ottawa NWR Board; and I understand that if conflicts prevent me from performing the rules and expectations as a Board Member, I may be removed from the Board by a majority vote.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you very much for applying.**

For Board Use

- \_\_\_ Nominee has had a personal meeting with an existing Board Member. Who/Date? \_\_\_\_\_
- \_\_\_ Nominee reviewed by the committee. Date? \_\_\_\_\_
- \_\_\_ Nominee proposed to the Board. Date? \_\_\_\_\_
- \_\_\_ Board action:                      Elected                      Rejected                      Date? \_\_\_\_\_