



OFEA Application for Board Membership

Helping the festival and event industry in Oregon succeed

Thank you for your interest in serving on the Board of Directors of the Oregon Festivals & Events Association. We want to offer you a rewarding opportunity and make the most of your special talents and expertise.

Contact Information

Name: _____

Organization / Title: _____

Mailing Address: _____ City: _____ State: _____ zip: _____

Business Phone: _____ Cell Phone: _____

Email Address: _____

TALENTS & EXPERTISE - Please check the items you will contribute to the board:

- | | |
|---|---|
| <input type="checkbox"/> Accounting / financial | <input type="checkbox"/> Investments |
| <input type="checkbox"/> Leadership development | <input type="checkbox"/> Community Relations |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Education |
| <input type="checkbox"/> Media / Public Relations | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Program Development | <input type="checkbox"/> web / internet |
| <input type="checkbox"/> Lobbying | <input type="checkbox"/> Hospitality |
| <input type="checkbox"/> Strategic Planning | <input type="checkbox"/> Volunteer Administration |
| <input type="checkbox"/> Management | <input type="checkbox"/> Governments |
| <input type="checkbox"/> Legal Affairs | <input type="checkbox"/> OTHER _____ |

Answer below or on a separate sheet please answer the following questions:

What is your experience as a member of other boards?

How many hours per month can you serve the OFEA?

What interests you most in serving as a board member with the OFEA?



Board Member Commitment

Duties and responsibilities of members of the OFEA Board include the following:

1. Abide by the Bylaws of the OFEA and support the mission of the OFEA.
2. Remain active and in good standing with membership.
3. Be responsible for knowing and approving all policies and to be familiar with all projects and initiatives.
4. Attend or participate via teleconference all board meetings. Physical attendance is required at the annual meeting to be held during the annual Festivals & Events Conference **AND** the yearly planning retreat on the third Saturday in October. No more than three meetings or teleconference meetings will be excused per the course of the board term. The board president (given advanced notice) shall determine if the absence is excused.
5. Ensure effective fiscal controls and accountability by monitoring the OFEA income and expenses and budget planning.
6. To carry out responsibilities with the highest degree of integrity. To avoid all real or perceived conflicts of interest or appearance of conflict.
7. Actively participate on at least one standing committee of the organization.
8. Agree to participate in fundraising and membership activities including:
 - Share names of prospective sponsors and assist in their recruitment
 - Contribute items to the Silent Auction held in Conjunction with the Annual Conference
 - Assist in recruitment of new members for the organization

This list of duties and responsibilities is subject to the planning and organizational changes expected of this association and is a simple guideline for expectation of service and commitment as a member of the board.

I agree to this commitment: _____
sign date