



SAINT PAUL FESTIVAL AND HERITAGE FOUNDATION

Board of Directors Nomination & Application Process

The Saint Paul Festival and Heritage Foundation (SPFHF) is the proud producer of the Saint Paul Winter Carnival and Cinco De Mayo West Side. The SPFHF annually seeks new candidates to fill vacated Board Positions. We are looking for candidates who have been supporters of the SPFHF as past and current members, volunteers, community partners, sponsors or past uniform group legend characters.

Attached is a document designed to provide you information regarding Board obligations and Committee assignments. Board terms generally run for three years. (June-May)

Nomination Process:

If you are interested in becoming a new Board Member please provide a resume highlighting your past and present volunteer experiences, membership with past and current civic and charitable organizations. Your resume should also include a brief statement of your occupational job skills. Along with your resume, include your responses to the following:

1. I am interested in serving on the SPFHF Board of Directors because...
2. I believe that my skills and experience in (for example - finance, marketing, membership development, fundraising, etc.) would benefit the Board of Directors because...
3. If elected to serve on the Board of Directors, I would like to serve on the following two board committees and two event committees and why. (for example - finance, marketing, membership development, fundraising, etc.) – see full list attached.

Please note that submitting information does not guarantee Board placement. The Nomination and Board Development Committee will review all applicants with respect to the needs of the current Board of Directors. This includes, but is not limited to, skills needed to carry out Board functions and strategic plans, representation of various groups, and ability to represent different cultures, values, opinions and perspectives.

Submit your information by April 10th to Deb Schaber at dschaber@spfhf.org or SPFHF, 429 Landmark Center, 75 West 5th Street, Saint Paul, MN 55102. Incomplete nomination materials submitted will not be considered.

The Nomination and Board Development Committee will make its nomination recommendations to the current Board of Directors at the next Board meeting and voting will take place at the meeting. Notifications will take place following the next board meeting.



SAINT PAUL FESTIVAL AND HERITAGE FOUNDATION Board Member General Expectation 2020-2021

Financial

- Membership: Board members are expected to maintain a membership with the SPFHF at a financial level comfortable to them.
- \$400 Annual Board Commitment: You will receive Winter Carnival buttons (\$195 value), Special Event tickets (\$175 value) and Cinco de Mayo buttons (\$30 value) to be distributed and/or sold or resold.

Attendance

- Monthly Board Meetings* - Meetings scheduled the last Wednesday of each month (subject to change) at 4:30 p.m. Depending on agenda, meetings typically end between 5:30-6 p.m. and are held at the Landmark Center, downtown St. Paul
- Special Board Meetings as called by Board Chair
- Board Committee Meetings*
- Year-round events including but not limited to: Winter Carnival, Sip & Savor, Golf Tournament, Cinco de Mayo, Annual Meeting and more.
- Volunteering and attending key festival events including but not limited to: Button Unveiling (both private and public), Royal Coronation, Volunteer Appreciation events, Sponsor Recognition event, cash management, bartending, etc.

*Attendance is expected for all Board meetings and committees you are on. Any planned absences are to be communicated with the Board Chair. Board members will be contacted, and may be asked to resign, following three missed Board and/or Committee meetings.

Participation

- Two (2) year Board commitment (20-21 & 21-22)
- At least one Board committee
- At least one event committee
- Meetings with sponsors/partners (as appropriate)
- As a volunteer at events (as needed)

Thank you for doing your part to help us achieve our mission:

To foster a sense of community, pride, belonging and connectedness by celebrating Saint Paul's unique history and emerging heritage through fun and educational experiences.



Saint Paul Festival and Heritage Foundation Board of Directors Committees 2020-2021

The **Executive Committee** shall act for and on behalf of the Saint Paul Festival and Heritage Foundation (SPFHF) Board of Directors when the Board is not in session but shall be accountable to the board for its actions. The Executive Committee shall be composed of the Board Chair, Board Chair-Elect, Past Board Chair, Secretary, Treasurer, President/CEO and others as may be determined by the Board Chair.

The **Finance Committee** shall develop, evaluate and recommend short, medium and long range financial plans for recommendation of the Executive Committee to the Saint Paul Festival and Heritage Foundation (SPFHF) Board of Directors. The Finance Committee shall be composed of the Board Chair, Treasurer, President/CEO and up to three Board Members.

The **Membership Committee** shall review, evaluate and recommend membership benefits. The Committee shall be responsible for recommending an annual and ongoing membership campaign strategy. The Committee shall be composed of SPFHF Board Members and key partners outside the Foundation.

The **Nominations and Board Development Committee** shall be concerned with the provision of an annual slate of candidates for officers and directors, together with any changes in organizational structure, articles of incorporation, by-laws, and Saint Paul Festival and Heritage Foundation (SPFHF) Board policies and procedures. The Committee shall be composed of SPFHF Board Members.

The **Protocol and Exchange Committee** is concerned with the annual review of the legend character protocol manual, behavioral corrective actions and the annual schedule of international, national and regional official festival dignitary exchanges. The Committee shall be composed of SPFHF Board Chair, the Uniformed Group Council Representative, the President/CEO, one Board Member of each alumni group currently represented on the Board and others as may be determined by the Board Chair.

The **Long Range Planning Committee** is concerned with developing a plan to offer our members a clear vision of where we plan to take the foundation over the next three - five years. As we set about this task, we were mindful of our central mission: To foster a sense of community, pride, belonging and connectedness by celebrating Saint Paul's unique history and emerging heritage through fun and educational experiences. The ideas in this long-range plan call for us to reach out, strengthening the connections between the city of Saint Paul, the business community in St. Paul, membership, and outreach to neighborhoods. The committee shall be composed of the SPFHF Board Chair, President/CEO and SPFHF Board Members.

The **Marketing and Fundraising Committee** seeks to increase the visibility, awareness, and engagement of SPFHF and raises funds through events, partnerships and individual giving. This committee advises on events as appropriate.

Event Committees:

- Winter Carnival
- SPFHF Golf Tournament
- Cinco de Mayo West Side
- Sip & Savor
- Legend Character Development
- Casino Night
- QOS – Judging Advisor:
- Candidate Committee Rep:
- SPFHF Annual Meeting:
- New Events: (TBD)
- And more..