

Referred By _____ Date Received _____ Date Reviewed _____



Lakeside Chautauqua
236 Walnut Avenue
Lakeside, Ohio 43440
(419) 798-4461
www.lakesideohio.com

Lakeside Association Board of Directors Application

Contact Information

Name _____

Home Address _____ City _____

State _____ Zip Code _____ Phone _____

Email _____ Cell _____

Lakeside Address _____ Phone _____

Spouse's Name _____

Lakeside Chautauqua Information

Current property owner? Yes _____ No _____ # of years you have owned property _____

Previous property owner? Yes _____ No _____ # of years you owned property _____

Summer resident _____ Year-round resident _____

I normally stay in Lakeside _____ days or _____ weeks per year.

I have been coming to Lakeside for _____ years.

Employment Background

Occupation _____ Title _____

Currently employed: Yes _____ No _____ Full-time _____ Part-time _____

Level of education completed: High School _____ Undergraduate Degree _____ Graduate Degree _____

Degree and year granted _____

Institution, city and state _____

Major _____

Religious affiliation/membership _____

Revised 8/4/2021

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Volunteer Background

Boards or committees you have served on in your religious organization:

Active volunteer in the following organizations (specify organization and role):

Corporate or not-for-profit boards (specify position):

Elected or appointed positions on federal, state or city government:

Membership in service clubs, civic or professional organizations:

Lakeside Chautauqua Interests

What Lakeside Chautauqua activities do you participate in or attend regularly?

What activity or aspect of Lakeside Chautauqua is most important to you?

What activity or aspect of Lakeside Chautauqua do you believe is most in need of improvement?

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Identify specific management/leadership skills you would contribute as a board member.

The full Board meets quarterly, typically in January, April or May, August and November. All Board members serve on at least one Board Committee. The quarterly meetings begin on Friday morning and end Saturday at noon. Overnight lodging and meals are provided to Board members. The meeting schedule is generally posted a year in advance. Because input from every Board member is valued when making the important decisions that influence the community of Lakeside, it is expected that Board members will attend all meetings, absent unusual circumstances. When Committees meet between quarterly Board meetings, it is generally via the internet and meetings are generally an hour in duration. Are you comfortable with this time commitment? _____

Committee Preferences

Of the following Board Committees, please rank them in order from 1 to 7, with 1 being your first choice. The following page summarizes some of the responsibilities of each committee.

Finance _____
Enterprise _____
Programming _____
Municipal Services _____
Guest Experience _____
Governance _____
Nominating and Board Development _____

Do you contribute annually to the Lakeside Fund? Yes _____ No _____

Additional Materials

Please attach a current vita, and use additional pages as needed, including your thoughts regarding the important issues facing Lakeside Chautauqua and what the Lakeside Association Board of Directors could do to better serve its constituents.

Application Authorization

Signature _____ Date _____

*Please submit a hard copy of this application to:
Lakeside Chautauqua Administration Office, Attn: Lakeside Chautauqua
Board of Directors Nominating Committee, 236 Walnut Ave., Lakeside, Ohio 43440.*

**Lakeside Chautauqua Board of Directors
Some Basic Responsibilities of the Committees**

Finance

- Prepare annual budget to recommend to the Board
- Safeguard assets of the Association
- Maintain liaison with the Lakeside Chautauqua Foundation
- Review and approve terms of all leases

Enterprise

- Identify and implement best practices in the business district and encourage new business development
consistent with the Lakeside mission and needs of stakeholders
- Work with staff to ensure that the Association acts prudently with regard to management and stewardship
of Association-owned properties used for business and commercial purposes

Programming

- Oversee religious, educational, cultural and recreation program activities
- Annually evaluate each of Lakeside's program activities

Municipal Services

- Recommend to the Board plans, policies, and rules and regulations related to Association owned properties and for construction on and use of properties leased by the Association with ninety-nine (99) year lease provisions
- Prepare an annual budget for facilities upgrades
- Make recommendations concerning security, parking, traffic control and public transportation

Guest Experience

- Maintain liaison with the Lakeside staff, identifying and prioritizing short and long term goals in serving 21st century guests
- Make recommendations for continuous improvement to Lakeside management consistent with Lakeside's vision, mission and values

Governance

- Review and recommend proposed changes to the By-laws, Lakeside Regulations and Ground Rules, Code of Construction Regulation, Historic Preservation and Design Review, and any other sets of rules
- Make recommendations to the Board regarding potential and real conflicts of interests

Nominating and Board Development

- Develop a diverse and representative Board with the skill-sets needed to support the Mission and Vision of Lakeside
- Develop and conduct board orientation, evaluation, and training/development programs

(Excerpted from By-Laws of The Lakeside Association last Amended 8/18/2018)

ARTICLE IV - MEMBERS OF BOARD OF DIRECTORS

Section 1. Members. The Board of Directors shall be composed of twenty-five (25) voting members as follows:

- (a) three persons selected by the East Ohio Conference of the United Methodist Church, including at least one clergy and one layperson, whose appointment must be confirmed by an action of the Board of Directors.
- (b) three persons selected by the West Ohio Conference of the United Methodist Church, including at least one clergy and one layperson, whose appointment must be confirmed by an action of the Board of Directors.
- (c) thirteen (13) members who are elected at the annual meeting by the Board of Directors, at least four (4) of whom shall be members of the United Methodist Church and at least eight (8) of whom shall be leaseholders, commonly called property owners, in Lakeside.
- (d) three (3) ex-officio members with voting privileges, namely; (i) the Resident Bishop of the East Ohio Conference of the United Methodist Church or a designated representative; (ii) the Resident Bishop of the West Ohio Conference of the United Methodist Church or a designated representative; and (iii) the Minister of the Lakeside United Methodist Church or a designated congregant.
- (e) the President of the Lakeside Property Owners Association, ex-officio , with voting privileges.
- (f) one person elected by the Lakeside Property Owners Association, whose appointment must be confirmed by an action of the Board of Directors.
- (g) The President of the Lakeside Chautauqua Foundation, ex-officio, with voting privileges.

In addition, the President of the Association shall be a member of the Board without vote.

Section 2. Terms. Except for the ex officio members, the term of office for Board members shall be three (3) years beginning April 1. No member shall serve more than two (2) consecutive terms. A person appointed to fill an unexpired term shall be considered to have served a full term if the unexpired term exceeded one and one half years in length at the time of the appointment.

A person having served two (2) terms may become eligible for election to one additional three year term after a lapse of six (6) years.

Section 3. Honorary Trustees or Directors. Persons who have served two (2) terms as Trustees or Directors (members) may be elected honorary directors for life. No more than two shall be elected annually at the May Board meeting. Honorary Directors and a guest shall be invited to dinner at the September Board meeting.

Section 4. Vacancies. Vacancies in the positions filled by the East and West Ohio Conferences, the Property Owners Association and the Lakeside Chautauqua Foundation shall be filled by those organizations subject to confirmation by the Board. Vacancies in the positions elected by the Board of Directors shall be filled by the Board.

Section 5. Conflict of Interest. The Conflict of Interest Policy dated February 13, 2010 shall apply to all Board members.

Section 6. Leave of Absence. Any Board member arrested or charged with the alleged commission of a crime shall report the accusation to the Chairperson of the Board. If, in the sole judgment of the Chairperson, the accusation could reflect poorly or bring discredit upon the Board, then the member shall be placed on an immediate leave of absence and may also be asked to resign voluntarily from the Board.

If the Chairperson of the Board is arrested or charged with the alleged commission of a crime, the Chairperson shall report the accusation to the Vice-Chairperson of the Board. If, in the sole judgment of the Vice-Chairperson, the accusation could reflect poorly or bring discredit upon the Board, then the Chairperson shall be placed on an immediate leave of absence and may also be asked to resign voluntarily from the Board.

Section 7. Removal from Board. Any Board member may be removed from the Board upon a vote of two-thirds of members of the quorum of the Board at any regularly scheduled meeting. A vote on a Motion to Remove a Board Member shall not be called unless two weeks' notice is given to all members that the Motion to Remove will be brought before the Board.

ARTICLE V - DUTIES OF BOARD OF DIRECTORS

Section 1. Responsibilities. The Board of Directors shall govern the Association by exercising such responsibilities as the setting of priorities; adoption of annual and long range plans; adoption of budgets; enactment of rules, regulations, and policies; employment of a President of the Association and such other actions as give general direction to the conduct of the affairs of the Association.

The Board may acquire real or personal property by purchase, gift, bequest or other means and may sell, lease, or otherwise convey real or personal property upon such terms and conditions as the Board deems proper; provided however, that no property, real or personal shall be encumbered by real estate mortgage, chattel mortgage, deed of trust, lien or other encumbrance upon property of the Association unless the following conditions are met:

- (a) Members are notified in writing of the terms and conditions and at least thirteen (13) members agree in writing; or
- (b) At a meeting of the Board, at least thirteen (13) members vote in the affirmative for such terms and conditions provided however, that written notice was mailed to each member at least two (2) weeks prior to the meeting stating the nature of the proposed action and its terms and conditions.

Section 2. Regular Meetings. There shall be four (4) regular meetings of the Board of Directors held at Lakeside on a quarterly basis. The Chairperson shall establish the meeting dates and announce them within thirty (30) days after the annual meeting.

Section 3. Special Meeting. Special meetings may be called by the Chairperson and shall be called on the written request of five (5) Board members.

Section 4. Notice of Meetings. Notice of time and place of regular meetings shall be given by mail, e-mail or fax at least two (2) weeks prior to the meeting date. Notice of special meetings shall ordinarily be given by mail, e-mail, telephone or fax at least one week prior to the meeting but in the event of

emergency may be given on forty-eight (48) hours notice. The notice of special meetings shall contain the time; place and purpose of the meeting and no action shall be taken which is not consistent with the stated purpose.

Section 5. Third Quarter and Annual Meeting.

The Lakeside fiscal year shall be April 1 to March 31.

- a) Annual assessments, service charges and gate fees shall be adopted at the meeting held during the third quarter of the fiscal year.
- b) The annual meeting shall be held in the fourth quarter of the fiscal year. Officers and Directors shall be elected and the budget shall be adopted at the annual meeting.

Section 6. Quorum. At all meetings of the Board, thirteen (13) Directors must participate to constitute a quorum for the transaction of business.

Section 7. Participation and Decisions at Meetings. Any member of the Board of Directors may participate and may vote electronically if a system is in place to assure that the transmission was authorized by, and accurately reflects the intention of the member involved and allows all persons participating in the meeting to contemporaneously communicate with each other.

Any member of the Board of Directors, except members who serve ex-officio, who fails to participate in at least two (2) full sessions of the regular meetings held by the board in a calendar year or two (2) consecutive meetings, will cause the Board member's position to be reviewed by the Nominating Committee for possible replacement. A full session is considered to include all committee and related meetings.