

# PLEASANT HILL HISTORIC DISTRICT

## COMMITTEE CHAIR APPLICATION

On behalf of everyone here at Pleasant Hill Historic District, thank you so much for your interest in Committee Chair. We know that those with an interest in being a leadership volunteer have many choices in our community.

The following application offers us an opportunity to know more about you, your skills, attributes and what you would bring to the position of Committee Chair. It also gives you a sense of what matters to us and the expectation of this time investment.

### **INFORMATION**

- Name \_\_\_\_\_
- Address \_\_\_\_\_
- Phone Number \_\_\_\_\_ Text to this number?
- Email Address \_\_\_\_\_
- Employer \_\_\_\_\_
- Type of Business / Organization \_\_\_\_\_
- Preferred Method of Contact: ( ) Text ( ) Call ( ) Email

**Committee that you are interested in Chairing** (you can pick more than one, but we like to have specific details as to the relevance of your choice(s))

- Economic Vitality \_\_\_\_\_
- Organization \_\_\_\_\_
- Promotions \_\_\_\_\_
- Design \_\_\_\_\_

**VOLUNTEER/WORK EXPERIENCE**

Past and Present

Boards, committees, task forces/committees in the public sector or work experience, roles to be considered.

Organizations \_\_\_\_\_

Roles/Titles \_\_\_\_\_

Dates of Service \_\_\_\_\_

**OUR WORK**

- What can you tell us about our organization?
  
- What best describes your motivation for wanting to be a Committee Chair?

**SKILLS / EXPERTISE**

Please mark the skills and expertise you will bring to this position and your ability to deliver on the Objectives of the Committee. You may elaborate if necessary.

<input type="checkbox"/>	Public Relations	<input type="checkbox"/>	Accounting
<input type="checkbox"/>	Reading / Understanding budgets and balance sheets	<input type="checkbox"/>	Event Planning
<input type="checkbox"/>	Public Policy / Advocacy	<input type="checkbox"/>	HR/Administration
<input type="checkbox"/>	Legal Expertise	<input type="checkbox"/>	Strategic Planning
<input type="checkbox"/>	Public Speaking / Presentations	<input type="checkbox"/>	Marketing
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	Grant Writing		Social Media
	Information Technology		Web Design
	Professional Non-Profit Experience		Conflict Resolution
	Financial Investment Management		Real Estate
	Team Building		City Government

**PERSONALITY ATTRIBUTES**

Rate yourself 1-5, with 5 being a strong attribute, and 1 being a weak attribute. You can elaborate if necessary.

	Collaborative		Enthusiastic
	Respectful of varying points of view		Willing and able to lead a discussion
	Comfortable speaking in front of groups		Manages time well
	Optimistic		Responsive
	Strong work ethic		Asks tough questions with respect
	Teamwork		Organized
	Accepting of feedback		

## Commitment of Time

Typically, as a Committee Chair you will be asked to invest approximately 10 hours per month of your time. This includes:

- Complete Main Street 101 certification
- Schedule and attend monthly meetings with your committee members.
- Ensure that there is an agenda and meeting minutes. Provide meeting minutes to the Board.
- Focus on the objectives outlines in the Work Plan provided by the Board
- Provide an annual budget to the Board.
- Report total monthly volunteer hours to the Economic Vitalty Chair or Board member.

Thank you for taking the time to fill this out. It will help us with the best fit for Committee Chairs that match our Work Plan for the year.

**Return this application to [info@pleasanthillhistoricdistrict.org](mailto:info@pleasanthillhistoricdistrict.org) or you may hand off to any Board member by October 20th, 2023**