

## Niabi Zoo Foundation

501(c)(3) non-profit organization

170(b)(1)(A)(vi) public charity

Federal Tax ID# 85-0713063



### Board Member Selection Criteria

Niabi Zoo Foundation (hereinafter Foundation) seeks a diverse and inclusive representation within its board membership. All qualified candidates will receive consideration without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other federal, state or local protected class. Anyone that is supportive of the efforts of Niabi Zoo and has a willingness to actively participate in the governance of the Foundation's operations is eligible for Board Member selection. Each candidate will complete a Board Member Application, subject to review from all existing Board Members, and receive an interview in order to be considered for a Board position.

Each candidate must be willing to meet the following criteria:

1. Actively support the mission of the Foundation.
  - The mission of Foundation is to support the institutional advancement of Niabi Zoo's initiatives for the conservation of wildlife and habitats, environmental education, as well as animal care best practices.
2. Serve a minimum of a three-year term.
3. Attend board meetings as scheduled and participate fully in the governance of the organization.
4. Contact Board Chair or Secretary as a professional courtesy if unable to attend or if going to be late to a meeting, missing no more than 2 meetings per year.
5. Serve on board committees as needed.
6. Represent the Foundation at community outreach events as available.
7. Make an annual tax-deductible financial contribution to the Foundation so as to lead by example and recognize that one can only effectively ask of others what one is willing to do themselves. There is no set amount and participation is the real value.
8. Communicate the benefits of the services, membership, and activities of Niabi Zoo to friends, associates, and members of the community.
9. Stay informed about Niabi Zoo and the Foundation
  - by reading and responding to Foundation e-mails in a timely manner and reviewing e-mailed agenda materials, previous meeting minutes, and committee reports
  - through social media postings (Facebook, Twitter, Instagram, YouTube)
  - familiarizing yourself with the layout and information on the websites [www.niabizoo.com](http://www.niabizoo.com).
10. Recognize and not participate in board deliberations when a personal/professional conflict of interest exists.

## **Board Member Selection Process**

### **Review of Application:**

Upon receiving a completed Board Member Application, the Board Chair will e-mail the document to the full Board for review.

### **Deliberation:**

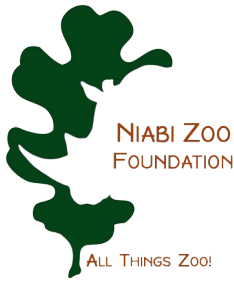
If no vacancies exist on the Board, deliberations shall take place at the next regularly scheduled Board meeting. If immediate vacancies exist on the Board, then the Board Chair may call an electronic meeting to deliberate.

### **Election:**

Once deliberations are complete, the Chair shall make a motion for a vote. New Board Members shall be elected by a majority of Board Members at such a meeting, provided there is a quorum present. Board Members so elected shall serve a term beginning on the first day of the next fiscal year. New Board Members filling vacancies on the Board shall fill the remainder of the vacant term for which they were selected.

### **Agreements and Policies:**

Each Board Candidate, once selected, will finalize Board Membership by agreeing to the criteria set forth in the Board Member Agreement, Attendance Policy, Conflict of Interest Agreement, and Confidentiality Agreement. Once the documents are signed with start of term date set, the Candidate becomes a Board Member.



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### Board Member Application

All information provided is for business use only and will remain confidential with the exception that the Zoo Foundation will be permitted to use only pertinent information required for grant proposals and business plans if you are selected as a Board Member. Any other use of information will only be done through the express permission of the provider. A curriculum vitae/resume may accompany/substitute for this form so long as it includes all of the information below.

Before completing this application, be sure to read Board Selection Criteria.

Last Name		First Name		Middle Initial		Application Date	
Address			City		State		Zip
Cell Phone			Home Phone			Work Phone	
e-mail address				Date of Birth		Age	
Occupation				Employer			

Explain your interest in serving as a Board Member (why serve, what you bring, what you hope to gain):

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#### Skills/Certifications/Education:

List any pertinent information, skills, qualities, expertise that would be useful for the NZFP Foundation to know.

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Certifications: \_\_\_\_\_

Degree: \_\_\_\_\_ Area: \_\_\_\_\_ Institution: \_\_\_\_\_ Year: \_\_\_\_\_

Degree: \_\_\_\_\_ Area: \_\_\_\_\_ Institution: \_\_\_\_\_ Year: \_\_\_\_\_

Organizational Memberships: \_\_\_\_\_

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Reference: How did you hear about the Board Member position? \_\_\_\_\_

Please return your completed application to Krisan Steiger, Board Chair, at [steigernini@gmail.com](mailto:steigernini@gmail.com)