



Board of Directors Application

Thank you for your interest in becoming a Board Member for Suwannee Valley Unsolved (SVU)! SVU is a dedicated non-profit organization committed to supporting families impacted by unsolved homicides and missing persons cases in the Suwannee Valley region. We also work closely with investigators to bring these cases to resolution.

This application offers an exciting opportunity to join a passionate team and contribute directly to our mission. As a Board Member, your leadership and collaborative spirit will be instrumental in shaping SVU's future and ensuring justice for those who deserve it most.

The following application will provide you with more details about the role and how your skills and experience can contribute to SVU's success. We encourage you to complete the application form thoroughly and return two weeks prior to a regular meeting of the board via email (Info@SuwanneeValleyUnsolved.org) or mail (Suwannee Valley Unsolved, Inc. 136 SE Calob Court, Lake City, FL 32025).

We look forward to reviewing your application!

Jason Futch,
Executive Director
Suwannee Valley Unsolved, Inc.

SUWANNEE VALLEY UNSOLVED, INC. BYLAWS

ARTICLE II

THE SUWANNEE VALLEY UNSOLVED, INC. BOARD OF DIRECTORS

2.1: THE ROLE OF THE BOARD OF DIRECTORS

The Suwannee Valley Unsolved, Inc. (SVU) Board of Directors (further known as “The Board”) will be the governing body of SVU. The Board will be responsible for executive decisions that will be made regarding the operation of the organization. The Board will also vote on matters related to the operation and activities of SVU and will also be responsible for the approval or denial of volunteer candidates, board members and programs.

2.2: THE BOARD MEMBER

The Board will be comprised of eleven (11) sworn board members, appointed by the Executive Director and/or Chairperson after the first year of operations and approved by the sitting board. A board member shall serve no more than two-consecutive three-year terms. After one sabbatical term, a board member may be re-appointed to serve another term of no more than two consecutive three-year terms. This shall be negotiable as the organization matures.

There shall be no limit as to how the board member may serve in his or her capacity as a voting member. The board member may wish to attend a meeting of the board in person or virtually; however, to virtually attend, a notice must be presented to the Board Secretary no less than 48 hours prior to the meeting.

A voting board member must be able to commit to attending the board meetings in person or virtually. Having said that, the board member may not live more than a 100-mile radius of the North Florida area and must reside in the State of Florida.

2.3: RESPONSIBILITIES OF THE BOARD MEMBER

The responsibilities of a board member for SVU will vary over time and as the organization matures. As of this writing, the responsibilities of an appointed board member will be as follows:

- To serve with passion and knowledge of the subject matter and be willing to participate in discussions surrounding the subject matter provided.
- Be knowledgeable of parliamentary procedure or be willing to learn such procedure as provided via *Roberts Rules of Order*.
 - To participate and vote on motions that are to be brought to a vote.
- To serve as a member of a subcommittee that may be assigned to the board member.
 - To make suggestions that may benefit the organization as a whole.

The board member will be responsible for his or her transportation to and from board meetings and be prepared to sit in the meeting for an extended period as is permitted. Any issues must be addressed to the Board Secretary prior to the meeting (tardiness, unexpected issues, etc.)

FORM BD-01: BOARD OF DIRECTORS APPLICATION

***APPLICATION FOR BOARD MEMBERSHIP
SUWANNEE VALLEY UNSOLVED, INC.***

NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** ____ **ZIP:** _____

PHONE NUMBER: ____ - ____ - ____ **EMAIL:** _____

CURRENT OCCUPATION: _____

HAVE YOU CURRENTLY OR PREVIOUSLY SERVED ON A BOARD OF DIRECTORS: ☐ YES ☐ NO
IF SO, WHERE?

ORGANIZATION	YEARS OF SERVICE	ROLE/DESCRIPTION

**PLEASE LIST ANY SPECIAL SKILLS THAT YOU MAY BE ABLE TO PROVIDE TO SUWANNEE VALLEY
UNSOLVED, INC.:**

**ARE YOU ABLE TO PROVIDE TIME, ENERGY AND RESOURCE (*WITHIN REASON*) TO SUPPORT THE
MISSION OF SUWANNEE VALLEY UNSOLVED, INC.?** ☐ YES ☐ NO

**BOARD MEMBERS STAY CONNECTED TO SUWANNEE VALLEY UNSOLVED, INC. THROUGH MEETING
ATTENDANCE, COMMITTEE WORK, EVENTS, EMAIL, AND OTHER COMMUNICATIONS. DO YOU HAVE THE
TIME AND RESOURCES TO BE AN ACTIVE MEMBER OF SUWANNEE VALLEY UNSOLVED, INC.'S BOARD OF
DIRECTORS?** ☐ YES ☐ NO

FORM BD-01: BOARD OF DIRECTORS APPLICATION

DO YOU HAVE ACCESS TO INTERNET? (BOARD MEMBERS WILL HAVE AN ISSUED EMAIL) ☐ YES ☐ NO

PLEASE CHECK ANY RELEVANT EXPERIENCES YOU HAVE HAD PRIOR TO YOUR INTEREST IN SERVING THE SUWANNEE VALLEY UNSOLVED, INC. BOARD OF DIRECTORS:

- ☐ ADMINISTRATION
- ☐ LEADERSHIP
- ☐ LAW ENFORCEMENT
- ☐ LEGAL/LEGAL STUDIES
- ☐ NON-PROFIT
- ☐ FINANCE/ACCOUNTING
- ☐ COMMUNITY SERVICE
- ☐ EDUCATION AND INSTRUCTION
- ☐ SPECIAL EVENTS/EVENT PLANNING
- ☐ GRANT WRITING
- ☐ FUNDRAISING
- ☐ INTERNAL AFFAIRS
- ☐ OTHER: _____

WHAT ARE YOUR EXPECTATIONS FROM SUWANNEE VALLEY UNSOLVED, INC. AND IT'S MISSION?

HOW WILL YOU BENEFIT FROM SERVING ON THE BOARD OF DIRECTORS FOR SUWANNEE VALLEY UNSOLVED, INC.?

IF CHOSEN TO SERVE ON THE BOARD OF DIRECTORS, HOW DO YOU FEEL YOU COULD CONTRIBUTE TO THE SUCCESS OF SUWANNEE VALLEY UNSOLVED, INC.?

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HAVE YOU BEEN ARRESTED OR CONVICTED OF A CRIME IN THE LAST 10 YEARS? ☐ YES ☐ NO

- **IF YES, PLEASE EXPLAIN:**

DO YOU HAVE ANY CONFLICTS OF INTEREST THAT MAY ARISE SHOULD YOU BE CHOSEN TO SERVE ON THE BOARD OF DIRECTORS? ☐ YES ☐ NO

- **IF YES, PLEASE EXPLAIN:**

DO YOU PROMISE TO MAINTAIN GOOD CITIZENSHIP AND RESPECT YOUR FELLOW PERSON WHILE SERVING ON THE BOARD OF DIRECTORS? *(THIS ALSO MEANS MAINTAINING A POSITIVE PUBLIC IMAGE AND ABSTAINING FROM NEGATIVE, INSULTING, OFFENSIVE OR QUESTIONABLE CONTENT ON PUBLIC SOCIAL MEDIA ACCOUNTS AND AVOIDING PUBLIC CONFLICTS THAT COULD JEOPARDIZE YOUR RELATIONSHIP WITH THE ORGANIZATION.)* ☐ YES ☐ NO

PLEASE PROVIDE THREE REFERENCES THAT WE MAY CONTACT:

NAME	RELATIONSHIP	PHONE NUMBER

BY SIGNING THIS APPLICATION, I AM PUTTING FORTH MY NAME AS A CANDIDATE TO SERVE ON THE BOARD OF DIRECTORS FOR SUWANNEE VALLEY UNSOLVED, INC. AND COMMIT TO FULFILLING THE DUTIES OF BOARD MEMBER SHOULD I BE SELECTED TO SERVE ON THE BOARD. I ALSO AGREE TO BE AN ACTIVE MEMBER OF THE ORGANIZATION AND WILL DO MY BEST, WITHIN REASON, TO ASSIST IN THE NEEDS OF THE ORGANIZATION AND OF THE BOARD.

APPLICANT SIGNATURE: _____

APPLICANT PRINTED NAME: _____

DATE: ____/____/____

FORM BD-01: BOARD OF DIRECTORS APPLICATION

FEEL FREE TO USE THIS SPACE FOR ANY FURTHER ITEMS THAT YOU WOULD LIKE TO BRING UP OR ANYTHING FURTHER YOU WOULD LIKE US TO KNOW.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.**OFFICE ONLY:**

THIS APPLICANT WAS ☐ ACCEPTED ☐ REJECTED TO SERVE ON THE SUWANNEE VALLEY UNSOLVED, INC. BOARD OF DIRECTORS ON ____/____/____. THE DECISION WAS MADE BY ☐ EXECUTIVE DECISION ☐ BOARD VOTE.

THE APPLICANT HAS BEEN NOTIFIED OF THE DECISION IN WRITING.

SIGNED: _____ **POSITION:** _____