



Prospective Board of Directors Application for The Lakeside Association

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

The Lakeside Association is an Ohio nonprofit corporation (“Lakeside”). Lakeside was formed in 1919 for the purpose of establishing and maintaining conferences, institutes, lecture courses and other means of education along the lines of religious, literary, scientific, and athletic culture upon the plan or system known as the Chautauqua plan, conformable to the doctrine and constitution of the Methodist Episcopal Church (its “Charitable Purposes”). Today, Lakeside thrives as one of the few Chautauqua communities in North America, offering a place for all people to grow – spiritually, intellectually, culturally and physically. Many people are discovering that lifelong learning is essential to living a happy and fulfilling life. As the demand for an authentic, cultural experience grows, Chautauqua communities across North America are thriving. The Chautauqua experience is evidenced by the religious, cultural and educational experiences available to all people at Lakeside. It is also reflected in Lakeside’s mission *“to enrich the quality of life for all people, to foster traditional Christian values, and to nurture relationships through opportunities for renewal and growth – spiritually, intellectually, culturally and physically while preserving Lakeside’s heritage”*.

The Internal Revenue Service has recognized Lakeside as an organization exempt from Federal income taxation under Section 501(c)(3) of the Internal Revenue Code (a “501(c)(3) Organization”), and Lakeside is further classified as a public charity under the Internal Revenue Code. Lakeside’s preferential treatment as a 501(c)(3) Organization also means that Lakeside must abide by the strict Federal income tax laws governing 501(c)(3) Organizations, including ensuring that Lakeside is operated in accordance with its Charitable Purposes.

Directors of a nonprofit corporation that is a 501(c)(3) Organization have fiduciary duties to ensure that the organization is operated in compliance with nonprofit law and the requirements of a 501(c)(3) Organization. As reiterated by the Ohio Attorney General, Board members are expected to be guardians of charitable assets of the organization and to serve on behalf of the community, regardless of personal interests. Adherence to these principles is also expected by the Internal Revenue Service in order to maintain status as a 501(c)(3) Organization.

The purpose of this application is to enable The Lakeside Association Board of Directors to make appropriate choices of Directors for service to Lakeside. Applicants should first read and understand the expectations and submit a completed application. All applicants selected for service will be required to complete a background check, disclose conflicts of interest, sign the good faith agreement and sign the confidentiality agreement, all in the format approved by the Board.

I understand if my application is accepted, I will be expected to

1. Attend the meetings of the board and committees on which I serve.
2. Come prepared to discuss the issues and business to be addressed at scheduled meetings.
3. Work with and respect the opinions of my peers who serve this board.
4. Always act for the good of the organization.
5. Represent this organization in a positive and supportive manner.
6. Observe the parliamentary procedure and display courteous conduct at all meetings.
7. Refrain from intruding on administrative issues that are the responsibility of management.
8. Avoid conflict of interest between my position as a board member and my personal life. If such a conflict does arise, I will declare that conflict before the board and refrain from voting on such matters.
9. Support in a positive manner actions taken by the board of directors.
10. Participate in (1) strategic planning, (2) board self-evaluation, (3) board development workshops, seminars and other educational events that enhance my skill as a board member.
11. Keep confidential information confidential.
12. Never exercise my authority as a board member except when acting in a meeting with the full board or as delegated by the board.
13. Financially support Lakeside, on an annual basis, as I am able.

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 _____

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?

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

The full Board meets quarterly, typically in February, May, August, and November. All Directors serve on at least one Board Committee. The quarterly Board meetings are currently on Fridays from 9:00 a.m. to 5:00 p.m. but could be 2 days in length in the future. When meetings are held in Lakeside, overnight lodging is provided to Directors. The meeting schedule is generally posted a year in advance. Because input from every Director is valued when making the important decisions that influence the community of Lakeside, it is expected that Directors will attend all meetings, absent unusual circumstances. When Committees meet between quarterly Board meetings, it is generally via video conference and meetings are two hours in duration. Work in between committee meetings varies. Expect preparation and follow up time to be two hours per committee meeting. Directors are invited to participate in a variety of community engagement activities, as they are able. Are you comfortable with making this time commitment? _____

Committee Preferences

Of the following Board Committees, please rank them in order from 1 to 4, with 1 being your first choice. The following page summarizes some of the responsibilities of each committee.

Finance _____
Municipal Services _____
Governance _____
Audit _____

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

Additional Materials

Please attach a resume or CV, 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

By signing below, I understand and agree if I am selected to serve The Lakeside Association Board of Directors, I will sign and abide by the Agreement of Good Faith; I will participate pursuant to the Bylaws and Policies of The Lakeside Association Board of Directors; I will submit to the criminal background check selected and conducted by Lakeside; and I understand if conflicts prevent me from performing my duties, I may be removed from the Board.

Signature _____ Date _____

Please scan your application to guestinfo@lakesideohio.com OR submit a hard copy of this application to:

Lakeside Chautauqua Administration Office

Attn: Lakeside Chautauqua Board of Directors Governance Committee

236 Walnut Ave.

Lakeside, OH 43440.

The current Bylaws are posted at

[Bylaws-amended-4.1.2023-approved-02-17-2023-effective-04-01-2023-v-1SIGNED.pdf](#)

**The Lakeside Association Board of Directors
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

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 99-year lease provisions
- Consider and rule on requests for setback, boundary, right-of-way, and other property alterations delineated in Title 3 of the Lakeside Rules and Regulations
- Serve as appeal agency for decisions made by the Historic Preservation and Design Review Board and by the Lakeside Chautauqua Tree Advisory Committee

Governance

- Provide oversight and review for bylaws, rules, regulations, and policies of the Lakeside Association
- Provide oversight and review on behalf of the Board for any potential or actual conflict of interest that may be disclosed by Board members or nominees
- Lead recruitment, nominations, and orientation for new Board members

Audit

- Meet with the auditor and staff to discuss the audit plan, relevant new financial reporting requirements, the annual financial statements and the completed audit
- Review the Association's annual IRS Form 990 filing
- Review periodically the Association's risk management profile and policies, litigation matters and insurance coverage and complaints or other communications made under the Association's Whistleblower Policy