



RE: Samena Board of Trustees Application

Dear Samena Member:

Thank you for your interest in serving on the Samena Club Board of Trustees. This is an exciting time as we shape the future of the Club and the positive experiences our members will continue to have.

The Board of Trustees is a governance board. Day to day operations are handled by our highly qualified management staff. Trustees provide oversight and long-range strategic planning for the Club.

Attached you will find a Board of Trustees Position Description. Below is a timeline and process to apply for a board position. Please note that applications are due to Samena no later than close of business on April 15, 2023.

Please contact our Executive Director Scott Polovitch-Davis at [scottp@samena.com](mailto:scottp@samena.com) if you have any questions about the process. We will schedule a meeting with each applicant in order to get to know you and to answer your questions about what is involved in being a trustee.

Elections of new trustees will be held at the Annual Membership Meeting on May 23, 2023.

The entire Board of Trustees is sincerely grateful for your willingness to explore becoming a trustee!

Best Regards,

A handwritten signature in black ink, appearing to read "T. Sterner", is written over a light blue horizontal line.

Travis Sterner  
President, Samena Board of Trustees

#### Trustee Application Timeline

Date	Step
January 12	Board candidacy documents available to members
April 15	Board candidate applications due
April 1-22	Applications confirmed, interviews set up
May 1	Voting ballots sent electronically, or mailed to members who do not opt-in to receive ballots via email
May 23	2023 Annual Meeting and final vote electing new trustees



• SWIM & RECREATION CLUB •

**SAMENA CLUB  
BOARD OF TRUSTEES  
POSITION DESCRIPTION**

**Our Mission**

To connect and enrich our community through wellness, education and fun!

**Our Vision**

To be recognized as a premier non-profit family swim and recreation club that serves the community it is rooted in; providing a safe and inclusive environment that promotes wellness and educational programs to individuals and families of all backgrounds, ages and abilities. At Samena, everyone is welcome.

**Our Values**

We are committed to providing:

- Exceptional year-round programs and services for all
- A safe, inclusive and friendly environment
- Highly skilled and professional staff
- Continuous investment in member experience
- Active community participation

The Samena Board of Trustees is comprised of five to ten board members. Board members are volunteers who are current members in good standing who reside within sixty (60) miles of Samena Club (the Club). The members of the board attend meetings scheduled in the annual governance calendar and serve on at least one committee. No meeting of the Board of Trustees is held in the month of December. The monthly time commitment will range between 2-10 hours based on the committees and position served on the board.

**Position**

The board supports the work of Samena Club and provides mission-based leadership and strategic governance. While day-to-day operations are led by Samena Club's executive director (ED), the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific board member responsibilities include:

### **Leadership, governance and oversight**

- Regularly attend board, membership, and related committee meetings
- Review financial reports and other metrics created by the Club which measure its performance and effectiveness
- Serve on committees or task forces and take on special assignments
- Serve as an advisor to the ED as s/he develops and implements the Club's strategic plan
- Review agendas and supporting materials prior to board and committee meetings, review and comment on minutes and reports and stay informed about board matters
- Approve the Club's annual budget and audit reports
- Learn about and meet all legal and fiduciary responsibilities
- Contribute to the annual performance evaluation of the ED
- Assist the ED and board chair in identifying and recruiting other board members
- Partner with the ED and other board members to ensure that board resolutions and strategic plan objectives are carried out
- Represent the Club to members and act as an ambassador for the organization
- Participate in periodic board self-assessment

### **Qualifications**

This is an excellent opportunity for an individual who is passionate about Samena Club's mission and who has demonstrated leadership skills and an ability to work with others. The ideal candidates will have the following qualifications:

- A commitment to and understanding of the Club's mission and vision
- Diplomatic skills and affinity for cultivating relationships and convening, facilitating, and building consensus among diverse individuals

Service on Samena Club's Board of Trustees is without remuneration, however after a full term of service (two (2) years) a board member will receive two (2) years of club membership without charge.

### **Candidacy process**

Candidates meet with the Executive Director and a board member to learn about Board service at Samena either before or after the application due date of April 15. Candidates are then invited to write a short statement which will accompany ballots. Ballots are mailed to the Membership no later than May 1. Candidates are encouraged to attend the May 23, 2023 Annual Member Meeting and make a statement, after which ballots are counted and the results announced.

### **For more information and to schedule a meeting**

Contact Scott Polovitch-Davis, Executive Director, at 425-746-1160 ext 112 or at [scottp@samena.com](mailto:scottp@samena.com).



## 2023 BOARD OF TRUSTEES CANDIDATE

The Samena Board of Trustees is made up of five to ten volunteers who are current members in good standing who reside within sixty (60) miles of Samena Club. The members of the board attend monthly board meetings and serve on various committees. Samena Club's Board is a governance model to set policy and direction for the operation of the Club. (see position description)

After a full term of service, two (2) years, each board member will receive two (2) years of club membership without charge.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: (Day) \_\_\_\_\_ (Evening): \_\_\_\_\_

Email: \_\_\_\_\_

How long have you been a Samena member? \_\_\_\_\_

Occupation: \_\_\_\_\_

Skills & experience you would bring to a board position with Samena Club

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Strategic Planning | <input type="checkbox"/> Community Development      | <input type="checkbox"/> Other (list below) |
| <input type="checkbox"/> Construction       | <input type="checkbox"/> Marketing/Public Relations |   |
| <input type="checkbox"/> Finance            | <input type="checkbox"/> Technology                 |   |
| <input type="checkbox"/> Nonprofit/Board    | <input type="checkbox"/> Legal                      |   |

Your answers to numbers 1 - 6 below will be published in our Annual Meeting mailing. Please use complete sentences whenever possible. Editing will occur when necessary.

1. What activities are you and your family involved in at Samena?

2. Current volunteer work:

3. Previous volunteer experience:

4. Professional affiliations:

5. Why do you want to join the Samena Club Board of Trustees?

6. What would you like to gain from your volunteer experience with Samena Club?

\_\_\_ I have read and agree to perform the duties in the Samena Club Board Member Position Description

References: Please provide three references for us to contact regarding your board candidacy.

1: Name \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_

2. Name \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_

3. Name \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_

We are excited that you are interested in volunteering with Samena Club. Please return this form to Scott Polovitch-Davis, Executive Director, Samena Club no later than April 15, 2023.

scottp@samena.com  
15231 Lake Hills Boulevard  
Bellevue WA 98007  
425-746-1160 x112