



RE: Samena Board of Trustees Application

Dear Samena Member:

Thank you for your interest in serving on the Samena Club Board of Trustees.

The Board of Trustees is a governance board. Meaning, day-to-day operations are handled by our highly qualified management staff and 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 the Samena Board email no later than close of business on March 31<sup>st</sup>, 2026.

Please contact [board@samena.com](mailto:board@samena.com) if you have any questions about the process. A member of the Nominations Committee 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 in May 2026 (tentatively May 19).

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

Best Regards,  
Neetha Rao  
President, Samena Board of Trustees

**Trustee Application Timeline**

<b>Date</b>	<b>Step</b>
Jan 23 <sup>rd</sup>	Board candidacy documents available to members
March 31 <sup>st</sup>	Board candidate applications due
April 1 <sup>st</sup> through 15 <sup>th</sup>	Meetings with Candidate and Nominating Committee
April Board Meeting	Nominating Committee to present suggested slate to Board for approval
May 1 <sup>st</sup>	Voting ballots are sent electronically or mailed to members who do not have an email on file
May 19 <sup>th</sup> (tentative)	2026 Annual Meeting and final vote electing new trustees



## **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 Club members in good standing. The Board **meets at least once a month**, and members serve on at least one committee. 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 trustee responsibilities include:

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

- Regularly attend board and assigned committee meetings, and the Annual Meeting
- 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 they develop and implement 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 president in identifying and recruiting other board members
- Partner with the ED and other trustees 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

A full term of service on Samena Club's Board of Trustees is (3) years and does not come with any remuneration. A Trustee can serve two consecutive terms before needing to take a mandatory (1) year break.

### **Candidacy process**

Candidates submit an application form, the answers to which comprise the candidate's statement on the ballot, on or before the application due date of March 31<sup>st</sup>.

Applications should be sent, via email, to [board@samena.com](mailto:board@samena.com) with "Member Board Nomination" in the subject line. Each candidate will meet with a board member on the Nominations Committee to learn about Board service at Samena. The Nominations Committee will then bring suggested slate to the Board for approval. Ballots are mailed to the Membership no later than May 1. Candidates put forward are encouraged to attend the May 202 Annual Member Meeting and make a statement, after which ballots are counted and the results announced.

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

[board@samena.com](mailto:board@samena.com).



## 2026 BOARD OF TRUSTEES CANDIDATE

The Samena Board of Trustees is made up of five to ten volunteers who are current members in good standing 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).

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 [board@samena.com](mailto:board@samena.com) no later than March 31, 2026.

board@samena.com  
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