



Minnesota Nursery & Landscape Association

1813 Lexington Ave N • Roseville, MN 55113
651-633-4987 • Fax 651-633-4986 • www.MNLA.biz

Minnesota Nursery & Landscape Association (MNLA) Board of Directors Nominee Acceptance Letter

The 2019-2020 Board Development Committee of the Minnesota Nursery & Landscape Association (MNLA) is pleased to inform you that your name has been submitted to the Committee as a potential candidate for election to the MNLA Board of Directors.

This document briefly outlines the responsibilities and commitment expected should you be elected to the MNLA Board of Directors.

PARTICIPATION GENERALLY

- A Board term is two years. Typically, total length of service on the Board ranges from 4-8 years.
- The Board meets a minimum of four times per year usually in March, June, September and December. Responsibilities include reading the agenda and supporting materials prior to attending.
- Special meetings, conference calls, electronic votes, and strategic planning sessions are sometimes convened.
- Board members receive no compensation for their time.
- Setting an example for other professionals by participating in association events and giving through the fundraising options available.

BOARD RESPONSIBILITIES OVERALL

- The Board of Directors works for the membership of the MNLA.
- The Board sets general association policy and oversees the ongoing operations of the association.
- The Board produces a written strategic plan that outlines the long-range goals of the association and ensures activities support the plan.
- The Board ensures that the association has adequate financing and that funds are responsibly spent.
- The Board approves the association's annual operating budget in conjunction with the Executive Director.
- The Board of Directors hires the executive director. Board members act as advisors to the executive director.
- Board members must adhere to the conflict of interest and confidentiality policies.

MNLA INTERESTS AS A BOARD MEMBER

As an MNLA Board member, you are expected to actively, diligently, and ethically represent the interests of the MNLA members at the expense of other interests. The Board's authority rests with the entire Board and you individually, are expected to support the decisions of the Board in a positive manner.

By your signature below, you acknowledge these duties and responsibilities and, if nominated and elected, promise to fulfill these duties to the best of your ability.

Printed Name: _____

Signed: _____ Date: _____

Nominee's signature



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Minnesota Nursery & Landscape Association Prohibited Areas of Discussion Related to Antitrust Laws

All board members must take note of the antitrust compliance rules which must be strictly observed. Violation of antitrust law is a serious matter, may involve a felony and jail sentence, and can create very serious problems for those concerned. The government has increased its scrutiny of meetings and its prosecution of small business operators. Prudence dictates extreme care in avoiding discussion of prohibited or questionable subjects.

The following topics or subjects are outside the scope of permitted discussions. All participants should refrain from making remarks or references regarding the following:

1. Current or future prices (the only safe policy is to avoid any mention whatsoever of prices - even of past prices).
2. What constitutes a "fair" profit level.
3. Possible increases or decreases of prices.
4. Standardization or stabilization of prices.
5. Pricing procedures, including wholesalers' margins, markups, cost percentages, formulas or policies for arriving at prices, or brokers' fees or commissions.
6. Cash discounts.
7. Credit terms.
8. Allocation of markets.
9. Other restraints on distribution or competition.
10. Refusal to deal with a supplier because of its pricing or distribution practices.
11. Whether or not the pricing practices of any industry member or supplier are unethical or constitute an unfair trade practice.

My signature indicates that I have read, that I understand, and that I agree to the board member requirements and antitrust statement printed here.

Printed Name: _____

Signed: _____ Date: _____
Nominee's signature



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MNLA Board of Directors Candidate Application

Every individual participating in the MNLA Board nominations process is required to complete this form.

- Each candidate must be an MNLA business member in good standing (dues paid) from the date of submission.
- By completing this document, the MNLA Board Development Committee will learn about you, your skills, prior participation and accomplishments, leadership qualities, goals and vision for the industry. Completing this document will also enable you an opportunity to reflect on the significance of this commitment to the industry, should you become a candidate for election to the Board.
- PLEASE PRINT LEGIBLY OR TYPE AND FEEL FREE TO USE SEPARATE SHEETS FOR YOUR RESPONSES.

Date:

Full Name:

Employer/Organization

Name:
Your title:
Address:
Phone:
E-mail:

Brief description of business or organization:

Primary service(s) and area/population served:

Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious, social, etc.). Please include a description of the leadership role you played, if any.

Organization	Role/Title	Dates of Service

Education/Training/Certificates

Please note any education, training or certificates received.

Have you received any awards or honors that you'd like to mention?



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Personal and professional skills, experience and interests (Please circle and describe your interest/experience in each of the following areas, if applicable.):

- Finance, accounting
- Administration, management
- Nonprofit volunteer experience
- Public relations, communications, marketing
- Technology
- Outreach, advocacy, government affairs
- Strategic planning
- Entrepreneurship

Please provide a short biography outlining your professional career (or provide an attached resume):

Describe your past involvement within MNLA – committees, projects, etc.:

Identify two leadership accomplishments you're most proud of and why:

What ideas might you bring to the MNLA Board for consideration?

What are your top three reasons for wanting to serve on the MNLA Board?

Please tell us anything else you'd like to share:



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Please attach two or more references from MNLA at-large members, MNLA staff or MNLA Board members who are not on the current Board Development Committee.

I have read, signed and furnished to the Board Development Committee, the other related materials pertinent to my interest in being considered as a candidate for the MNLA Board of Directors and with my signature indicate my desire to serve the industry as an MNLA Board member.

Signature

Date

Printed name