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# Governing Board Low-Income Sector Representative *Candidate Interest Form* and Packet

Dear Community Member:

Since 1966, EightCAP has been an important institution in Gratiot, Ionia, Isabella, and Montcalm Counties. We run several programs that are aimed at helping individuals and families write their own stories of success through education, energy efficiency, housing, volunteerism, and financial assistance programs. In order to make these programs as effective as possible, we need the input of those in our community who they are intended to help! To that end, I hope you will consider becoming a candidate for one of the low-income sector representative seats on the EightCAP, Inc. Governing Board.

In order to become a candidate you must do two things. First, you must be eligible according to the EightCAP, Inc. Bylaws (see the “Questions and Answers” on page 2 of this packet for more information on this topic) and (2) complete a “Candidate Interest Form” and return it to EightCAP (the form can be found on the third page of this packet and instructions for returning completed forms are on the last page of this packet). You can also fill out this form online at our agency website – [www.eightcap.org](http://www.eightcap.org).

Thank you for your consideration.

Sincerely,

Dan Petersen, President

## Questions and Answers

### *About the low-income sector representative seats on the EightCAP, Inc. Governing Board*

**Q: What does the governing board do?**

A: The Governing Board is responsible for oversight of all aspects of the Agency. It hires the President to carry out the day-to-day functions of the agency and implement the policies that it adopts. It reviews program reports, financial information, and other relevant information to ensure that agency resources are being properly managed in carrying out the mission of the agency.

**Q: Where does the Governing Board meet?**

A: Most of the meetings occur at the EightCAP administrative offices near Greenville (904 Oak Dr.; Greenville, MI). Sometimes the Board will meet at the different locations, but members will always get proper notice if that is the case.

**Q: What are the time commitments that are required of an EightCAP, Inc. Governing Board Member?**

A: The full EightCAP, Inc. Board generally has seven regular meetings throughout the year, beginning in January and occurring every other month. The length of these meetings can vary, but they generally last about 2 hours. The January meeting lasts longer because we have a joint meeting with the Head Start Parent Policy Council – usually about 5 hours with lunch. We will also have shorter committee meetings and special meetings of the full Board from time to time.

**Q: Who is eligible to serve as a low-income sector representative on the EightCAP, Inc. Governing Board?**

A: The EightCAP, Inc. Bylaws set forth the eligibility requirements for a low-income sector representative on the Board. Any individual who is eligible to receive income-based services from EightCAP is eligible to fill one of these seats. Note that this does not mean that you must have actually received services from EightCAP – it only means that you would be eligible to receive services under one of EightCAP's programs. You are asked to certify that this is the case when you complete the *Candidate Interest Form*. Low-income sector representatives are elected by county, and you must live in the County that you represent.

**Q: Is this a paid position?**

A: No. The federal rules that some of our funding sources impose on us do not allow board member compensation. However, we can reimburse for any expenses that result from attending a meeting (for example, mileage and childcare).

**Q: How long is my completed Candidate Interest Form kept on file?**

A: Your completed *Candidate Interest Form* will be kept on file for two years from when it is turned in. If two years goes by since the date you last turned in a completed Form to EightCAP, please complete and fill out another Form if you are seeking to be a candidate.

**Q: When do elections happen?**

A: Elections happen every two years. There may be a special election in the event that there is a vacancy of a low-income sector representative seat on the Board and no one who received any vote in the previous regular election is able and willing to fill the vacancy.

**Q: What happens after I turn in a completed "Candidate Interest Form"?**

A: A member of the EightCAP, Inc. Staff will contact you the next time that an election is held to confirm that (1) you are still able and willing to serve and (2) you meet the eligibility guidelines of a low-income sector representative as set forth in the Board Bylaws.

**Q: Who can I contact if I have any other questions?**

A: Questions about the EightCAP Governing Board or this process can be directed to Dan Petersen, EightCAP President, at (616) 754-9315 x. 3336 or at [danielp@8cap.org](mailto:danielp@8cap.org).



**Governing Board  
Low-Income Representatives Candidate Interest Form**

Anyone who is interested in running to serve as a low-income sector representative on the EightCAP, Inc. Governing Board must complete this Candidate Interest Form. The following information may be used on the ballot for an upcoming election.

Interested Individual's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

What county do you live in?  Gratiot  Ionia  Isabella  Montcalm

Please write a brief description about yourself and a statement of why you wish to represent the low-income population in the county that you live in. This information will be printed on a Ballot Form to be publicly distributed to all eligible voters in future elections for a seat on the EightCAP, Inc. Governing Board as a low-income sector representative. Please feel free to attach additional sheets if you need additional space, however only the first 150 words will be printed in the ballot.

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By placing my signature below I attest that the information that I have provided on this form is true and accurate and that I am eligible to receive services under one of EightCAP, Inc.'s income-based programs. I also give EightCAP permission to publish the information that I provided on this form on a ballot for an election for a low-income sector representative seat on the EightCAP, Inc. Governing Board.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Forms are accepted on an ongoing basis*

## *Instructions for Returning Completed Form to EightCAP*

Once you have completed this form, it must be returned to EightCAP in order to be considered in the next election for a low-income sector representative seat for your county. The form can be returned in any of the following ways:

### **BY MAIL OR IN PERSON**

Place this application in an envelope and either mail in or drop off the completed form to any of the following addresses:

#### **GRATIOT COUNTY:**

EightCAP, Inc.  
525 N. State St., Suite 2.  
Alma, MI 48801

#### **IONIA COUNTY:**

EightCAP, Inc.  
5827 Orleans Rd  
Orleans, Michigan 48865

#### **ISABELLA COUNTY:**

EightCAP, Inc.  
310 W. Michigan St.  
Mt. Pleasant, MI 48858

#### **MONTCALM COUNTY:**

EightCAP, Inc.  
904 Oak Dr.  
Greenville, MI 48838

### **GIVE IT TO AN EIGHTCAP STAFF MEMBER**

Individuals who are enrolled in any one of EightCAP's programs may give this application directly to one of the EightCAP, Inc. Staff Members that are assigned to them (for example, the Head Start Teacher, Early Head Start Home Visitor, Housing Resource Specialist, Community Services Staff, etc.).

### **ONLINE**

Also, remember that you can complete this form online by going to [www.eightcap.org](http://www.eightcap.org) and click on the "Get Involved!" link. If you fill out the form online, you do not have to turn in a hard copy.

*Thank you for your time and consideration.*