

Seneca Academy  
Board of Trustee Committee Application

The Seneca Academy Board of Trustees is searching for candidates to serve on various committees. Committee members do not receive compensation. Positions available are Finance, Facilities, Development, Education, Governance and Ad Hoc.

Attached to the application are brief descriptions of each committee. You may apply for up to two (2) committees. If you are applying for two, you must fill out two separate applications and sign up for interviews for both committees.

In order to be considered for a position on the committee, please follow these instructions:

1. Fill out the personal information on this page in the blanks
2. Type your responses to the questions on page 2 (limit 3 pages, single spaced)
3. Include 3 personal references (typed, on a separate paper)
4. Return the completed application, except committee descriptions to:

Ms. Carrie Peterson, Chair-Governance Committee  
12861 Route 439  
Irving, NY 14081

If need further information or have questions contact Carrie Peterson at (716) 532-3341 or email [carrie.peterson@sni.org](mailto:carrie.peterson@sni.org).

# Seneca Academy Committee Application Process

## **Vision and Mission Statement**

The *vision* of the Seneca Academy is to empower young people through a culturally relevant education to ensure the strength and survival of the Seneca Nation and to prepare students to pursue further interests in business, government, the workplace or higher education, within and outside of the Seneca Nation.

The *mission* of the Seneca Academy is to provide a rich curriculum that embraces both Seneca and Western knowledge and understanding with the fundamental objective that young Seneca students will be empowered to assume the full responsibility of citizenship in Seneca society and beyond.

### **1. Application Process**

Every candidate seeking appointment to a Seneca Academy Committee must complete the accompanying application. The Acknowledgement and Notice portion of the application must be signed before a candidate may be considered for an appointment. A current resume must be submitted along with the completed application form. Mail all documents to:

Ms. Carrie Peterson, Chair-Governance Committee  
12861 Route 438  
Irving, NY 14081

### **2. Interview Scheduling**

If you are chosen to be individually interviewed, please be advised that your availability for the interview is very important. Interviews will be scheduled with as much advance notice as possible, but under certain circumstances, no more than a few days notice may be given.

### **3. Decision Process**

The Governance Committee will evaluate all applicants who meet the experience, knowledge and skills criteria described in the description of committee document. A nominee will be selected by majority vote of the Committee. The name of the nominee will then be forwarded to the Board of Trustees.

All candidates interviewed will be informed by letter of the decision of their candidacy.

Seneca Academy  
Committee Application

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

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

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

Committee(s) being applied for: \_\_\_\_\_

Are you enrolled: \_\_\_\_\_

If not, are you a descendant of an enrolled Seneca? \_\_\_\_\_

Committee Questions (on separate paper)

- 1. What experience do you have that would benefit the committee?**
- 2. Why are you interested in a position on the committee to which you are applying?**
- 3. Please list two (2) topics or issues that you feel will be important to the committee and explain how you would work to address those issues.**

**Acknowledgement and Notice**

By submitting this application, I hereby certify and acknowledge that:

- The statement contained in this application are true, accurate and complete;
- I understand that any misrepresentation or omission of facts in the application may result in my disqualification from further consideration or a disqualification from appointment.

**The position of Committee member is one of public trust, and a public records background check will be conducted on the application.**

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

Applicant's Signature: \_\_\_\_\_

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

## Seneca Academy By-Laws Description of Standing Committees

### **Finance Committee**

The Board shall appoint a Finance Committee chaired by the Board of Trustees Treasurer and consisting of other Trustees and non-Trustees as the Board shall appoint. The Committee shall oversee the financial management of the School, including matters pertaining to the preparation and review of the annual budget and the annual audit.

### **Facilities Committee**

The Board of Trustees shall appoint a Facilities Committee consisting of Trustees and non-Trustees, including at least one member of the Finance Committee and least one member of the faculty. The Committee shall make recommendations to develop, maintain, preserve and augment the grounds, infrastructure, buildings and physical improvements of the School in a manner which promotes wellness and environmental responsibility and is consistent with the mission and strategic goals of the Academy.

### **Development Committee**

The Board of Trustees shall appoint a Development Committee consisting of Trustees and non-Trustees. The Committee shall assist the School with maximizing fundraising potential to support the budget and future long term strategic goals of the Academy.

### **Education Committee**

The Board of Trustees shall appoint an Education Committee consisting of Trustees and non-Trustees. The Committee shall make recommendations to develop and maintain a curriculum of instruction dedicated to implementing the purposes set forth in the Academy Charter.

### **Governance Committee**

The Board of Trustees shall appoint a Committee of Trustees Chaired by the Board Vice-Chairperson and consisting of such other Trustees as the Board shall appoint. The goal of the Governance Committee will be to oversee the Board's self-management and quality, including the recommendation of new Trustees and the annual self-evaluation of the Board.

### **Ad Hoc Committees**

The Board of Trustees may appoint Ad Hoc Committees of Trustees or of Trustees and non-Trustees from time to time for the purposes of addressing particular matters that may come before it.