



## SAINT PAUL FESTIVAL AND HERITAGE FOUNDATION Board of Directors Nomination & Application Process

The Saint Paul Festival and Heritage Foundation (SPFHF), proud producer of the Saint Paul Winter Carnival, invites applications from individuals interested in serving on its Board of Directors. Each year, SPFHF seeks dedicated and community-minded leaders who will support the organization and/or the Saint Paul Winter Carnival—as partners, sponsors, members, volunteers, or past uniformed group legend characters.

Serving on the Board is an opportunity to help guide one of Saint Paul’s most iconic traditions while contributing to its continued growth, sustainability, and community impact.

A detailed overview of Board responsibilities and committee structure is included in the attached document. Board terms are typically two years, running from June through May.

---

### Nomination Process

If you are interested in being considered for the SPFHF Board of Directors, please submit written responses to the following prompts:

- I am most interested in serving on the SPFHF Board of Directors because...
- The skills and experiences I bring are... (e.g., finance, marketing, membership development, fundraising, other) and will benefit the SPFHF in these ways...
- My professional background, volunteer experience and/or involvement with civic or charitable organizations has been...

---

### Selection Process

Submission of expressed intent does not guarantee Board appointment. The Nomination and Board Development Committee carefully reviews all candidates in alignment with the current and future needs of the Board.

Considerations include, but are not limited to:

- Commitment to the mission and long-term sustainability of SPFHF
- Skills and expertise needed to support Board functions and strategic priorities
- Representation across diverse backgrounds, perspectives, and experiences
- Ability to contribute meaningfully to a collaborative and inclusive governance environment

Submit your information by **May 15, 2026** to SPFHF at [info@SPFHF.org](mailto:info@SPFHF.org) and the current **Board Chair Christine Arme** at [wprime22@gmail.com](mailto:wprime22@gmail.com) or SPFHF, 429 Landmark Center, 75 West 5<sup>th</sup> Street, Saint Paul, MN 55102. Questions regarding the role, please contact Christine as well.



## Saint Paul Festival and Heritage Foundation (SPFHF)

### Board Member Expectations | 2026–2027

Serving on the SPFHF Board of Directors is both an honor and a responsibility. Board members play a key role in advancing the Foundation’s mission and ensuring the continued success of the Saint Paul Winter Carnival and related initiatives.

---

#### Attend & Engage

Attendance is expected. Please notify the Board Chair of planned absences. Missing three (3) Board meetings may result in a request to reconsider Board service.

- **Board Meetings**  
Held the **last Wednesday** of scheduled months (subject to change) at **12:00 p.m.** at Landmark Center in Saint Paul once per quarter and virtual all other times. Meetings typically conclude by **1:30 or 2 p.m.**  
**Months:** June, August, September, October, November, December, January, February, April, May
- **Special Meetings**  
May be called by the Board Chair as needed.
- **Committee Meetings**  
Active participation required for assigned committees.
- **Signature Events**  
Board members are strongly encouraged to attend and support key events:
  - Saint Paul Winter Carnival
  - Fall Fundraising Event (TBD)
  - SPFHF Golf Tournament

---

#### Participation & Leadership

- **Term:** Two-year commitment (June 2026 – May 2028)
- **Committee Service:** Minimum of one Board or event committee
- **Ambassadorship:** Engage with donors, sponsors, and community partners as appropriate

---

#### Financial Commitment

- **Membership:** Maintain SPFHF membership (starting at \$75 annually)
- **Annual Support:** Contribute in meaningful ways, including:
  - Promoting SPFHF’s mission and visibility
  - Connecting prospective donors and sponsors
  - Securing organizational or community support