APPLICATION FOR APPOINTMENT

SWEET GRASS COUNTY PORT AUTHORITY BOARD

OVERVIEW & PURPOSE

Sweet Grass County and the City of Big Timber invite community members to apply for appointment to the recently established **Sweet Grass County Port Authority (SGCPA) Board**.

The purpose of the SGCPA is to stimulate local and regional economic development, retain and create jobs, expand the local tax base, and support local businesses and industry.

The Board consists of nine (9) voting members:

- **Six (6) members** appointed by the County Commissioners (County or City residents)
- **Three (3) members** appointed by the City Council (City residents)

Because the inaugural board will immediately draft by-laws, establish operational procedures, secure an Employer Identification Number (EIN), and launch the search for an Executive Director, appointees must be ready to actively participate and dedicate substantial time during the foundational launch phase.

If you would like to be considered for appointment to the SGCPA Board of Directors, please complete the following application:

1. PERSONAL INFORMATION

- Full Legal Name:
- Physical Address:
- Mailing Address (if different):
- Primary Phone:
- Email Address:
- Primary Occupation / Current Employer:
- Residency Status:

  [ ] Resident within City Limits

  [ ] Resident of Sweet Grass County (outside City Limits)

  [ ] Non-Resident *(Note: Local residency is preferred. Non-residents possessing exceptional, specialized expertise critical to the board's launch may be considered.)*

2. CORE EXPERTISE & SECTOR EXPERIENCE

Please indicate the disciplines in which you hold professional qualifications, executive experience, or substantial community background (select all that apply):

[ ] Agriculture & Agribusiness
[ ] Small Business Ownership / Management
[ ] Manufacturing & Production
[ ] Transportation, Freight & Logistics
[ ] Finance, Banking & Accounting
[ ] Legal, Governance & Regulatory Compliance
[ ] Community / Urban Planning & Land Use
[ ] Economic Development & Capital Financing
[ ] Human Resources & Executive Search
[ ] Other: _____

Briefly highlight your qualifications in the checked areas above, or indicate if a resume is attached.

[ ] Resume / Curriculum Vitae Attached

3. Term Availability & Time Commitment

To ensure institutional continuity, initial appointments will feature staggered terms.

Term Preference (select all terms you are willing to accept):

[ ] 1-Year Initial Term
[ ] 2-Year Initial Term
[ ] 3-Year Initial Term

Launch Phase Availability:

The board will meet frequently during the initial 60–90 days to establish by-laws, file legal documentation, and manage executive hiring.

Are you able to commit to bi-weekly or special evening meetings during the first 60–90 days?

[ ] Yes [ ] No

4. Statement of Interest & Strategic Contribution

Why do you wish to serve on the Sweet Grass County Port Authority Board? What strengths, expertise and other resources can you bring to bear in support of the board's charter?

5. Certification & Signature

By signing below, I certify that the information provided in this application is true, correct, and complete to the best of my knowledge. I understand that board appointments are public appointments subject to applicable open-meeting and public-record laws, and that appointment to the board may require regular attendance, fiduciary accountability, and disclosure of potential conflicts of interest.

Applicant Signature: _____

Date: _____

Submission Instructions

- **Submission Deadline:** [Date & Time, e.g., Friday, November 20, 2026, by 5:00 PM]
- **Delivery Options:**
  - **Email:** Submit completed PDF application and resume to [Insert Email Address]
  - **In Person / Mail:** Deliver sealed applications to:
    Sweet Grass County Administration Office / City Hall
    [Insert Physical Address]
    PO Box [Number], Big Timber, MT 59011

Questions / Inquiries: Contact [Name/Title] at [Phone Number] or [Email Address].