

# SHAREHOLDER PARTICIPATION COMMITTEE, YOUTH MEMBER APPLICATION

Deadline: **extended to June 20, 2023!**

## Youth Member Guidelines

Sealaska is now accepting applications for youth members of the Shareholder Participation Committee (SPC). The SPC was established in 2019 as a way to strengthen shareholder engagement with Sealaska, and is made up of shareholders representing the interests of three regions — Southeast Alaska, Other Alaska, and Outside Alaska.

SPC members meet with Sealaska leadership on a regular basis to discuss and advocate for the needs and interests of shareholders in their region. Youth members of the SPC will serve as the next-generation voice on behalf of Sealaska's growing and evolving shareholder base, sharing their perspective and using their voice to help shape a thriving future.

### 1. DEADLINE: **JUNE 20**

Applications will be accepted through June 20. No applications received after June 20 will be considered for the current year's term of service.

### 2. APPLICATION

Must be complete with all required documentation and received by the Corporate Secretary of Sealaska Corporation by June 20. You may scan and email, or fax the application, but such submissions must be received by end of business **June 20**. Late or incomplete applications will not be considered and will be returned to the applicant.

### 3. QUALIFICATIONS

The Shareholder Participation Committees are seeking youth members for each committee: Southeast Alaska, other Alaska, and outside Alaska. Youth members of the SPC will serve as the next-generation voice on behalf of Sealaska's growing and evolving shareholder base, sharing their perspective and using their voice to help shape a thriving future.

The successful SPC Youth Member shall:

- *Be actively involved in the Native community through organizations such as local Alaska Native Sisterhood or Alaska Native Brotherhood chapters, Early Scholars Program, or the Wóocheen student group at the*

*University of Alaska Southeast, as examples.*

- *Engage in cultural activities such as Alaska Native dance, cultural and subsistence food gathering, Native arts, language programs, and Sealaska Heritage Institute Latseen Camp, as examples.*
- *Conduct themselves in a manner appropriate for service on the Sealaska Shareholder Participation Committee and as a role model for other young Alaska Natives.*

### 4. ELIGIBILITY

Qualified persons shall meet all qualifications:

- *Be at least **18** years of age but not older than **25** years of age upon date of submission;*
- *Have signed up for MySealaska;*
- *Hold at least one share of Class A, B or C Settlement Common Stock and/or Class D Descendants' Life Estate Stock of the Corporation;*
- *Have completed a minimum of two years of college at an accredited community college, junior college, or university; **or** two years of comparable work experience; **or** two years of military service;*
- *Have not been convicted, as determined by a court of competent jurisdiction, of a felony within five years of applying to serve;*

- *Have not been found, as determined by a court of competent jurisdiction, to have engaged in fraud or illegal business practices, or to have breached a confidentiality agreement with the corporation;*
- *Is not a director or employee of Sealaska, or an immediate family member of a director, management, or staff member of Sealaska; or a director, management or staff member of a Sealaska subsidiary or nonprofit affiliate.*

The applicant must also satisfy requirements included in the Sealaska Corporation Shareholder Participation Committee Guidelines, including:

#### I. **RELATIONSHIP AND AUTHORITY**

The role of the Sealaska Shareholder Participation Committees will be to engage with Sealaska shareholders and descendants and with the corporation and to provide feedback on specific issues or activities identified by the Shareholder Participation Committee members, the corporation or its shareholders and descendants.

The scope of authority for the Shareholder Participation Committee members shall be advisory to the corporation. Committee members shall not act as official representatives or agents of Sealaska or in any role as official spokespersons, including contact with the media, with shareholders or descendants of the corporation, or with employees of the corporation or its subsidiaries or nonprofit affiliates.

#### II. **CONDUCT**

Each Shareholder Participation Committee member is expected to respect his or her fellow members by being punctual and by being prepared for and fully engaged in Shareholder Participation Committee meetings, including limiting personal communications.

Members shall be provided with basic information on Robert's Rules of Order and are asked to become familiar with and endeavor to conduct the business of each Shareholder Participation Committee meeting according to the Rules.

Members are also provided with information on Sealaska's values and its expectations regarding Ethics and Compliance. These materials were developed and implemented to communicate the Company's commitment to its values, ethical business conduct and compliance with applicable laws, rules and regulations. Upon initial selection, and annually thereafter, each member shall, within the timeframe prescribed for doing so, represent to Sealaska in writing that s/he has reviewed the materials and agrees to fully comply with Sealaska's values and with the behaviors, principles and standards described in the materials at all times while on Sealaska property, while staying in Sealaska-arranged lodging and while attending and participating in Sealaska shareholder and Shareholder Participation Committee meetings and events. No conditions would warrant departure from any of these behaviors, principles or standards.

must include -

Essay: *Personal History & Education Goals*. Describe the following topics (minimum 200 words, maximum 500 words)

- *Personal History— information about you, your family, your interests, special talents, abilities, accomplishments, and philosophy of life.*
- *Describe your academic potential demonstrated by your past educational history and current educational and career goals.*

Resume:

Applicant must provide an updated resume showing all employment experience.

Shareholder Identification

Applicants must provide a photocopy of a government or tribal issued identification card that includes the applicant's name and date of birth and documentation to confirm their status as a Sealaska shareholder.

#### 6. SELECTION CRITERIA AND PROCESS:

The SPC Youth Member will be informed of their appointment prior to the annual meeting of Sealaska Corporation. The Sealaska SPC selection committee will select the Youth Members based on the information provided in the Application and according, in part, to the following criteria:

- A.** If applicable, grades, either current or GPA upon graduation:  
A=4.0 / B=3.0 / C=2.0 / D=1.0 / below D=0
- B.** If applicable, list any awards or special recognition received from school, during employment or active military service:  
High=5.0 / Medium High=4.0 / Medium=3.0 / Medium Low=2.0 / Low=1.0 / Poor=0
- C.** Quality (punctuation, grammar, and content) of Essay: High=5.0 / Medium High=4.0 / Medium=3.0 / Medium Low=2.0 / Low=1.0 / Poor=0
- D.** Involvement in Native Community:  
High=5.0 / Medium High=4.0 / Medium=3.0 / Medium Low=2.0 / Low=1.0 / None=0

# Terms and Conditions of SPC Youth Member

## 1. SUBMISSION OF APPLICATION

I understand that to qualify for the SPC – Youth Participant, I must obtain and complete an application and submit it with the required documentation by June 20 of the year of service.

I understand that applications received after June 20, and incomplete applications, will be returned and will not be considered for the Youth Member position. (You are advised to make a copy of your application before submitting it.)

## 2. YOUTH MEMBER, SPC

I understand that the SPC Youth Participant is a participatory position for a young person, 18 to 25 years of age, who has completed a minimum of two years of college; or two years of comparable work experience; or two years of military service, who is a holder of at least one share of Class A, B or C Settlement Common Stock and/or Class D Descendants' Life Estate Stock of Sealaska Corporation.

I understand that the term of this position is for three years.

I understand that the Youth Member must meet certain qualifications for members outlined in the SPC Guidelines.

I understand that the SPC Youth Member may be required to execute a confidentiality agreement in standard form and substance.

I understand that the SPC Youth Member might be required to interview for the position.

I understand that the Youth Member might be required to provide a Youth Member report at meetings.

I understand that the Youth Member might be required to cast an advisory vote during SPC meeting votes.

## 3. ATTENDANCE AT SPC MEETINGS

I understand that the Youth Member shall be entitled to attend all meetings of the SPC, and any committees to which he or she or is able to attend, and to receive meeting materials available to SPC members at the discretion of the SPC administrative and advisory team.

## 4. YOUTH MEMBER STIPEND

I understand that compensation for this position will be provided at a level of \$200 per meeting.

I understand that appropriate and approved meeting and travel expenses will be provided and/or reimbursed by Sealaska.

## 5. SIGNATURE VERIFICATION

As indicated through my signature on the application, I have read and agree to abide by the Terms and Conditions of the Youth Member of the SPC position.

## 6. IMPORTANT DATES:

Approximately in April annually – the Youth Member Application is available on the Sealaska website; approximately on or before May 25 annually - Youth Member Application Deadline; June annually – Youth Members Named at Sealaska Annual Meeting.

# YOUTH MEMBER APPLICATION

**Deadline: EXTENDED TO JUNE 20!**

PERSONAL AND GENERAL DATA				
Name (First, Middle Initial, Last)		Previous Name (Maiden/Other)		Last Four Digits of SSN
Mailing Address, City, State, Zip				Telephone
Email	Marital Status	Date of Birth	Birth City	Birth State
Recipient of Sealaska Scholarship? (List year(s) received): _____ Participant in Sealaska Internship Program? (List year(s)): _____ Current Occupation and Employer: _____				

SHAREHOLDER/ALASKA NATIVE INFORMATION		
Tribal Affiliation is: <input type="checkbox"/> Tlingit <input type="checkbox"/> Haida <input type="checkbox"/> Tsimshian <input type="checkbox"/> Other	My home village/community is:	I am a shareholder of: <input type="checkbox"/> Sealaska <input type="checkbox"/> Other

EDUCATIONAL BACKGROUND		
Name of High School	High School City, State	Date of High School Graduation
GED or Other Degree(s) Received and Dates		
Name of University or Vocational School	Location of University or School	
Major	Cum. GPA	Expected or Actual Graduation Date
Type of degree or Certification you are seeking: <input type="checkbox"/> Certificate <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Doctorate <input type="checkbox"/> Other		Length of Voc Tech Program (if applicable)

*COMPARABLE WORK EXPERIENCE BACKGROUND		
Name of High School	High School City, State	Date of High School Graduation
GED or Other Degree(s) Received and Dates		
Employer (if applicable)	Address	Dates of Employment
Occupation	Awards or Special Recognition	

*\*To be completed if not a College Student or if you have work or military background.*

*MILITARY SERVICE BACKGROUND		
Name of High School	High School City, State	Date of High School Graduation
GED or Other Degree(s) Received and Dates		
Branch Served (if applicable)	Rank	Dates of Service
Awards or Special Recognition		

*\*To be completed if not a College Student or if you have work or military background.*

**FINAL CHECKLIST OF DOCUMENTS THAT MUST BE INCLUDED TO BE CONSIDERED FOR AN SPC YOUTH MEMBER POSITION**

If you would like to be considered, you must include ALL the following documentation. ALL required information must be received by mail, electronic mail, or fax by the June 20 deadline.

- Completed and Signed Application
- Personal Essay
- Resume
- Copy of valid government or Sealaska Shareholder ID card or Sealaska Stock Certificate including name and date of birth

**VERIFICATION AND RELEASE OF INFORMATION**

I understand that if my application is received after **June 20** or is incomplete or does not include ALL of the above outlined documentation that I am ineligible for the Youth Member position and will not be considered.

I certify that the information provided in this application is true and correct to the best of my knowledge and ability. I understand that any misrepresentation or any concealment of information will be sufficient grounds for rejection of this application or removal from the Youth Member position.

I agree to abide by the Terms and Conditions (enclosed with this application) of the Sealaska Shareholder Participation Committee, and I understand that failure to comply may result in the removal from the position.

I authorize release of my name, images, community, school (if applicable), major field of study or program, graduation and special honors; work history (if applicable); or military service (if applicable), for use by Sealaska Corporation for educational and/or public relations use.

Print Name \_\_\_\_\_

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

# SEALASKA CORPORATION SHAREHOLDER PARTICIPATION COMMITTEE GUIDELINES

## III. **PURPOSE**

The purpose of the Shareholder Participation Committee is to increase shareholder communication with the corporation, to identify issues of immediate and long-term importance to shareholders and descendants, and to assist the corporation in educating shareholders and descendants on Sealaska's mission and values, business operations, corporate policies, shareholder and descendant opportunities, etc.

## IV. **RELATIONSHIP AND AUTHORITY**

The role of the Sealaska Shareholder Participation Committees will be to engage with Sealaska shareholders and descendants and with the corporation and to provide feedback on specific issues or activities identified by the Shareholder Participation Committee members, the corporation or its shareholders and descendants.

The scope of authority for the Shareholder Participation Committee members shall be advisory to the corporation. Committee members shall not act as official representatives or agents of Sealaska or in any role as official spokespersons, including contact with the media, with shareholders or descendants of the corporation, or with employees of the corporation or its subsidiaries or nonprofit affiliates.

## V. **CONDUCT**

Each Shareholder Participation Committee member is expected to respect his or her fellow members by being punctual and by being prepared for and fully engaged in Shareholder Participation Committee meetings, including limiting personal communications.

Members shall be provided with basic information on Robert's Rules of Order and are asked to become familiar with and endeavor to conduct the business of each Shareholder Participation Committee meeting according to the Rules.

Members are also provided with information on Sealaska's values and its expectations regarding Ethics and Compliance. These materials were developed and implemented to communicate the Company's commitment to its values, ethical business conduct and compliance with applicable laws, rules and regulations. Upon initial selection, and annually thereafter, each member shall, within the timeframe prescribed for doing so, represent to Sealaska in writing that s/he has reviewed the materials and agrees to fully comply with Sealaska's values and with the behaviors, principles and standards described in the materials at all times while on Sealaska property, while staying in Sealaska-arranged lodging and while attending and participating in Sealaska shareholder and Shareholder Participation Committee meetings and events. No conditions would warrant departure from any of these behaviors, principles or standards.

## VI. **ORGANIZATION OF COMMITTEES**

### A. **Composition**

Shareholder Participation Committees will be comprised of Sealaska shareholders who own voting stock and who have reached 18 years of age. Sealaska board members, management staff and all employees are not eligible to serve on a committee, nor are employees, board members and management staff of Sealaska subsidiaries or non-profit affiliates.

Committees shall be formed for: 1) Southeast Alaska; 2) Alaska excluding Southeast; and 3) the United States, excluding Alaska. Each committee shall be made up of eight members and one youth member. If a member moves out of his or her respective area after being selected for a committee, he or she is still entitled to remain on that committee for the remainder of his or her term.

### B. **Selection, Notification and Term of Service**

Each year, shareholders residing within the respective areas who have access to email, and who have indicated an interest in serving by submitting a completed application packet on MySealaska before the announced deadline, are eligible to be considered to fill the seats of members whose terms have expired. Wherever possible, consideration will also be given to align the composition of the committees with Sealaska's shareholder demographic.

Sealaska will select new members within 10 business days after the Annual Meeting of Shareholders. The newly selected members will be contacted by email to advise them of their selection and confirm their interest in serving. Sealaska will email background check authorization forms to those who remain interested in serving, which must be completed and returned to Sealaska within 10 business days. If a selected member declines to serve, cannot be contacted within 10 business days or fails to return the completed background check authorization form within the specified timeframe, a replacement member will be selected.

Shareholder Participation Committee members will serve three-year terms, which begin at the time of selection and expire at the Annual Meeting three years later. If a member is selected to fulfill a vacated term, that member shall only serve the remainder of the original term left by the vacated member. Sealaska reserves the right to extend terms of service in extraordinary circumstances.

Staggered terms are established to ensure continuity of the membership.

### C. **Publication of Personal Information**

Sealaska publishes names and cities and states of residence for all new committee members, and that information plus email addresses for current members are published on the MySealaska website and may be made available through other means as well including, but limited to, social media channels.

#### **D. Officers and Duties**

Each Shareholder Participation Committee will elect a chair, a vice chair, and a secretary, yearly, who will serve the Committee in those capacities as described below.

1. Chair – The role of chair is to:
  - a. Schedule telephonic or video committee meetings in collaboration with the Senior Director of Corporate Communications, and contact committee members to assure notification.
  - b. Oversee the recording of meeting notes by the secretary, and ensure submission to the Senior Director of Corporate Communications immediately upon conclusion of each meeting.
  - c. Review draft meeting minutes and provide timely feedback to the Senior Director of Communications.
  - d. Call the meetings to order, making sure they begin on time; help the group stay on track; assure that the group accomplishes its tasks; and adjourn meetings on time.
  - d. Govern meetings according to Robert’s Rules of Order.
  - e. Ensure that member communications are courteous, respectful and reflective of Sealaska’s values.
  - f. Promote and support participation of members, assigning specific tasks to members, assuring that each is making a significant contribution and soliciting ideas for recommended agenda items.
2. Vice-Chair – The role of vice-chair is to:
  - a. Assist the chair in the performance of his or her duties and to assume the duties of the chair in his or her absence.
  - b. Contact new committee members to extend a timely welcome and answer questions about the committee.
3. Secretary – The role of the secretary is to accurately record and submit notes summarizing the business of the meeting at-hand, including action items, decisions made and next steps, as well as maintain a record of attendance of the members, thereby enabling the minutes of the meeting to be timely prepared. Immediately after each meeting adjourns, the secretary shall submit a copy of his or her meeting notes to the Senior Director of Corporate Communications, who shall have the minutes prepared and reviewed by the chair and/or vice-chair in advance of the next meeting.
4. Committee Youth Position – The role of the SPC youth representative is to provide input and gain board membership training through participation on the three committees. Three SPC youth representatives will be selected to participate each year on one of the three SPC committees. The eligibility criteria for the three youth positions will be similar to Sealaska’s Board Youth Advisor role.

#### **E. Vacancies and Removal of Members**

Committee vacancies shall be filled by Sealaska, including extending the term of an existing member if the Company determines such extension to be in the best interest of ensuring continuity. To provide for maximum participation and allow the corporation to interact with as many different shareholders as possible, members who have served a term of two or more years must wait six years before being eligible to serve again.

Sealaska may at any time remove a member (or members) for nonattendance, tardiness, failure to return the annually required ethics and compliance representation to Sealaska within the prescribed timeframe, ethics and compliance violations, or failure to adhere to the Company’s values or these guidelines. A Shareholder Participation Committee may also decide to remove a member (or members) upon a vote by a two-thirds majority of the committee, including removing a member for failing to attend two or more meetings or otherwise failing to participate.

Due to the sensitive nature of information shared and possible conflict of interest, committee members who actively campaign for a seat on the Sealaska Board of Directors shall immediately take a leave of absence from the committee by submitting a letter to the Chair and the Senior Director of Corporate Communications.

#### **F. Meetings**



Four joint meetings will be held annually, one in each calendar quarter. In addition, a committee chair, after consultation with the Senior Director of Corporate Communications and upon approval by the corporation, may arrange through the corporation to conduct up to twelve telephonic or video based committee meetings per year.

Travel forms are distributed in advance of each meeting. The forms are used to confirm attendance at upcoming meetings and must be completed by all members and received by Sealaska staff on or before the specified deadline, regardless of whether travel arrangements are required. If the completed travel form is not received by the deadline, Sealaska will assume the member will not be attending, which will result in an unexcused absence.

In addition to participating in regularly scheduled Shareholder Participation Committee meetings, members are encouraged to assist the corporation by serving as volunteers at Sealaska's Annual Meeting of Shareholders and other Shareholder events held by the corporation. Volunteering provides members an opportunity to interact with and solicit feedback from other shareholders and Sealaska descendants, including sharing information on the many opportunities available through Sealaska and its affiliated nonprofit organizations. Members who are willing to volunteer may indicate their interest via email. The Senior Director of Corporate Communications will determine volunteer staffing assignments based on the needs for the event at-hand.

#### **G. Compensation**

Committee members will receive a committee fee of \$200 for each regularly scheduled meeting.

Committee members are also eligible to receive a per diem. Per diem amounts are based on IRS per diem rates and vary depending on the location of the meeting, where the committee member lives and the number of meals provided by Sealaska or otherwise made available to the member.

Members who serve as assigned volunteers at Sealaska's Annual Meeting of Shareholders or other Shareholder events held by the corporation do receive committee fees, but are eligible to receive per diem. Assigned volunteers who live out of area are also eligible for an additional hotel night.

Sealaska mails IRS 1099 forms for prior-year payments to shareholders by January 31<sup>st</sup> of the following year, as required by law. Sealaska also makes 1099 forms available on MySealaska. Generally, taxable dividends and 7(j) distributions are reported on a Form 1099-DIV and any prizes are reported on a Form 1099-MISC. Shareholder Participation Committee fees paid to members during the prior year are reported on a separate Form 1099-MISC.

#### **H. Duties of Shareholder Participation Committees**

The duties of the Shareholder Participation Committees will include, but not be limited to, the following:

1. Provide feedback to the corporation as to the scope and nature of shareholder and descendant opinions and concerns, as well as provide constructive and well-reasoned suggestions for changes or improvements.
2. Provide constructive and well-reasoned suggestions regarding the content of newsletters, Sealaska's websites and social media platforms and other shareholder and descendant communications.
3. Educating shareholders and descendants on Sealaska's mission and values, business operations, corporate policies, shareholder and descendant opportunities, etc.
4. Other duties identified by the committees and the corporation.

### **VII. PARTICIPATION COMMITTEE SUPPORT SERVICES**

#### **A. General**

The corporation shall provide the committees with certain administrative support services in connection with their meetings, including coordinating meeting agendas, arranging for appropriate Sealaska staff or Board members to attend committee meetings, preparing and sending meeting notices, providing clerical and general office support and overseeing meeting logistics, including, as described below, coordinating travel and lodging arrangements and the reimbursement of allowable travel-related expenses. Requests for support should be directed to the Senior Director of Corporate Communications. Committee members are encouraged to use the corporation's toll-free number to call the Sealaska office to conduct their business.

#### **B. Travel and Lodging Arrangements and Expense Reimbursement**

All air travel arrangements will be made by Sealaska based on the travel forms received in advance of each meeting, using corporate mileage wherever possible. Sealaska will make every attempt to accommodate requested flights and times, but may not always be able to do so. A member who will not be utilizing the travel arrangements made on his or her behalf is responsible for advising Sealaska as soon as possible, and in no case later than 72 hours before the travel is to commence. If required, hotel arrangements will also be made by Sealaska. To reduce costs, and out of respect for the companies with whom Sealaska conducts business, a member who will not be honoring a hotel reservation made on his or her behalf is responsible for advising Sealaska and the hotel as soon as possible of the cancellation, and in no case later than 24 hours before the first day of the reservation.

Committee members are reimbursed for additional reasonable transportation expenses associated with attending a meeting, if any, as outlined in the memo distributed by Sealaska prior to that meeting.

To ensure proper corporate records are maintained, and to request reimbursement for any expenses, committee members must save all receipts (including, but not limited to, boarding passes, baggage fee receipts, etc.) and must complete an expense report, attach the receipts and submit the report to the Senior Director of Corporate Communications no later than three weeks after the meeting for which expenses were incurred.

VIII. **COMMUNICATION BETWEEN SHAREHOLDER PARTICIPATION COMMITTEE MEMBERS AND SEALASKA LEADERSHIP**

The Sealaska Board of Directors desires to make all reasonable efforts to solicit the Shareholder Participation Committee members' advice on issues of importance to shareholders. However, in the course of making the decisions necessary to manage the Company effectively, the Board must be able to act on its own timetable. Therefore, the Board may not always be able to seek advice from the committees before taking an action, even if the subject of action has been under consideration by one or more of the committees.

Shareholder Participation Committee minutes and recommendations are summarized and shared with Sealaska leadership by Sealaska staff; thus, the timely submission of well-written meeting notes to the Senior Director of Corporate Communications is advantageous. Action on Shareholder Participation Committee recommendations will be communicated to the committees by Sealaska staff at the request of the Board or executive management team.

Sealaska Directors and members of Sealaska's leadership team are typically invited to join Shareholder Participation Committee members in attendance at the meeting, and when practicable, a reception on Committee meeting days will be held, providing an opportunity for members to communicate directly with members of the Board regarding topics of interest.