

# YOUTH ADVISOR GUIDELINES AND APPLICATION

Deadline is **MARCH 27**

## Youth Advisor Guidelines

Term of Service is for two consecutive calendar years, from appointment at the Sealaska Annual Meeting of Shareholders to the next Annual Meeting. **It is important to understand the time commitment required to review materials for and to attend (with potential travel) four to six Sealaska two-day Committee and Board meetings in this year of service.**

The Sealaska Corporation Board of Directors annually selects an Advisory-Voting Youth Advisor to the Board of Directors to provide input and gain board membership training subject to the following eligibility criteria and guidelines:

### 1. DEADLINE: **MARCH 27**

**Applications will be accepted through March 27. No applications received after March 27 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 March 27. You may scan and email, or fax the application, but such submissions must be received by end of business March 27.** Late or incomplete applications will not be considered and will be returned to the applicant. Please be aware that the board of directors reserve the right to schedule an interview of potential applicants as part of the selection process.

### 3. QUALIFICATIONS

The Sealaska Board of Directors seeks a Board Youth Advisor that possesses the qualities of a young leader and exemplifies the core Alaska Native values by which the Corporation operates.

The successful Board Youth Advisor applicant 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.*
- *Have current or prior work experience with an Alaska Native company or agency such as Village, Urban or Regional Corporations and their subsidiaries, cultural not-for-profit organizations, Tlingit & Haida Indian Tribes of Alaska, and community IRAs, as examples.*
- *Conduct themselves in a manner appropriate for service on the Sealaska Board of Directors 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;*
- *Be 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 the Corporation; and*
- *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.*

The applicant must also satisfy requirements included in the Sealaska Corporation Bylaws at Section 3.3.3 (see last page of application for full text of Bylaw 3.3.3), including:

- *The individual will be in compliance with provisions of the Corporation's Code of Ethics, including disclosure of and abstention from any conflict of interest with the Corporation, and have completed, signed and filed all forms of disclosure, compliance, and confidentiality.*
- *The individual's status as an officer, director or shareholder of another ANCSA corporation does not disqualify that person from service as an Advisor to the Board.*
- *The individual must not be an officer, director, general partner, trustee, or manager of, or record beneficial owner of more than 5% equity interest in, any other corporation, partnership, trust, or other business enterprise that is in competition with the Corporation.*

## 5. APPLICATION REQUIREMENTS: Applicants must include -

### **Essay A: 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.*

### **Essay B: Expected Contributions to the Alaska Native or Native American Community – Native cultures maintain a group orientation and place an important value on the survival and success of the Native community.**

Describe the following topics (minimum 200 words, maximum 500 words)

- *Identify Native organizations of which you have been or are a member and describe your activities.*
- *Describe your participation in cultural or other activities within the Native community.*

- *Describe your participation in any community volunteer service.*

### **Three Letters of Recommendation: Letter must be dated within 2 years of receipt.**

At least two of the letters of recommendations should be from a non-family individual, teacher or employer who is familiar with your personal abilities and goals. The letter should be typed and should include information about your qualifications, accomplishments, character, and potential for success. One letter may be from a family member.

### **A 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 Youth Advisor will be informed of their appointment prior to the annual meeting of Sealaska Corporation. The Board of Directors, with the recommendation of the Shareholder Relations Committee, will select the Youth Advisor to the Board 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 Essays:  
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 Sealaska Youth Advisor Position

## 1. SUBMISSION OF APPLICATION

**I understand** that to qualify for the Board Youth Advisor (BYA) to the Board position, I must obtain and complete a BYA Application and submit it with the required documentation by March 27 of the year of service.

**I understand** that applications received after March 27, and incomplete applications, will be returned and will not be considered for the Youth Advisor position. (You are advised to make a copy of your application before submitting it.)

## 2. YOUTH ADVISOR TO THE BOARD

**I understand** that the Youth Advisor to the Board is an advisory-voting 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 two years, overlapping with the previous BYA.

**I understand** that the Youth Advisor must meet certain qualifications for members of the Board of Directors pursuant to Bylaw 3.3.3.

**I understand** that the Youth Advisor would be required to execute a confidentiality agreement in standard form and substance.

**I understand** that the Board Youth Advisor might be required to interview for the position.

**I understand** that the Board Youth Advisor would be required to participate in the BYA alumni support network. Host quarterly meetings. Purpose: foster network of ambassadors, support the work of the current BYA.

**I understand** that the Youth Advisor might be required to participate in a peer mentorship component. Match current BYA with a former BYA.

**I understand** that the Youth Advisor might be required to participate in a board mentorship component. Within the first six months, the BYA will be assigned a mentor from the Board.

**I understand** that the Youth Advisor might be required to participate in the Board mentorship that could be extended

into year two by keeping the Board member mentorship in place for one year beyond end of term and setting expectation of participation in the support network.

**I understand** that the Youth Advisor might be required to provide a Youth Advisor report at board meetings.

**I understand** that the Youth Advisor might be required to cast an advisory vote during board voting.

## 3. ATTENDANCE AT BOARD MEETINGS

**I understand** that the Youth Advisor shall be entitled to attend all meetings of the full Board of Directors, and any committees to which he or she or is able to attend, including confidential executive sessions, and to receive meeting materials available to Directors at the discretion of the Board.

## 4. YOUTH ADVISOR STIPEND

**I understand** that any compensation for this position will be provided at the discretion of the Sealaska Board of Directors.

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

**I understand** that a daily \$200 stipend may be issued for committee or board meetings attended.

**I understand** that a \$2,500 education scholarship or reimbursement of scholarship funds, may be available to the Youth Advisor to be used within a 2-year period following the conclusion of service as the Youth Advisor.

## 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 Advisor to the Board Position.

## 6. IMPORTANT DATES:

Approximately in January annually – the Youth Advisor Application is available on the Sealaska website; approximately on or before March 25 annually - Youth Advisor Application Deadline; June annually - Youth Advisor Named at Sealaska Annual Meeting.

# YOUTH ADVISOR APPLICATION

**Deadline: MARCH 27**

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:	My home village/community is:	I am a shareholder of:
<input type="checkbox"/> Tlingit <input type="checkbox"/> Haida <input type="checkbox"/> Tsimshian <input type="checkbox"/> Other		<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)

<b>*COMPARABLE WORK EXPERIENCE BACKGROUND</b>		
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.*

<b>*MILITARY SERVICE BACKGROUND</b>		
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 A YOUTH ADVISOR 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 March 27 deadline.

Completed and Signed Application

Essay A

Essay B

Three Letters of Recommendation

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 **March 27** or is incomplete or does not include ALL of the above outlined documentation that I am ineligible for the Youth Advisor position and will not be considered by the Sealaska Board of Directors.

**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 Advisor Position.

**I agree** to abide by the Terms and Conditions (enclosed with this application) of the Sealaska Youth Advisor Position, and I understand that failure to comply may result in the removal from the advisory 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 Bylaw 3.3.3

### **3.3.3 Eligibility for Nomination; Election and Service as Director.**

In order to be eligible for nomination, election and service as a Director of the Corporation, an individual must be a holder of voting shares of the Corporation who is over eighteen years of age and who, at the time of nomination, election, and service as a Director of the Corporation, satisfies the following:

**3.3.3.1** The individual's status as an officer, director, or shareholder of another corporation formed under the Alaska Native Claims Settlement Act (ANCSA, Pub. L 92-203) does not disqualify that person from nomination, election or service as a director of the Corporation, provided that such person shall comply with Sections 3.3.3.3, 3.3.3.4 and 4.2. of these Bylaws and with applicable provisions of the Sealaska Code of Ethics, including without limitation conflicts of interest, disclosure, and abstention.

**3.3.3.2** The individual shall not be an officer, director, general partner, trustee, or manager of, or record beneficial owner of more than a 5% equity interest in, any other corporation, partnership, trust, or other business enterprise that is in competition with the Corporation, including, without limitation, any enterprise engaged in the sale or purchase of timber, logs, or logging services in Alaska, or any other business in which Sealaska is engaged that constitutes 5% or more of the Corporation's gross revenues. The individual shall also not be a sibling, parent, child or spouse of a currently sitting director of the Corporation, unless the current director is eligible for reelection but is not opting to run for reelection.

**3.3.3.3** The individual shall comply with the regulations of the Alaska Division of Banking, Securities and Corporations, including, without limitation, the disclosure requirements in the proxy solicitation regulations of that agency.

**3.3.3.4** The individual shall comply, or if an incumbent director, has complied, with the Corporation's Code of Ethics including, without limitation, the provisions of the Code of Ethics requiring disclosure of and abstention from any conflict of interest with the Corporation and confidentiality of corporate information, and shall have completed, signed, and filed with the Corporation all forms of disclosure questionnaires and compliance statements required by the Corporation. Upon election, re election or appointment to office, a director shall execute an oath of office in form and substance as prescribed by the Sealaska Code of Ethics.

**3.3.3.5** The individual must have filed with the Secretary of the Corporation before both nomination and election and, as may from time to time be requested, a statement in such form as shall be prescribed by the Secretary of the Corporation, verifying that the individual then satisfies the

eligibility requirements of section 3.3.3 for nomination, election and service as Director of the Corporation.

**3.3.3.6** A director or nominee for a seat on the Board of Directors must, in advance of nomination, election or appointment, fully disclose any personal circumstance or event that would, or is likely to, cause him or her to fail to qualify for licensing or approval by any federal, state, or tribal agency that regulates a business or investment in which the Corporation is involved, or plans to become involved, and for which the Corporation and/or its officers or directors must so qualify. Each director or nominee must be prepared and able to successfully complete any application, review, background investigation, or approval process required by such agency, and shall fully and truthfully complete any form, questionnaire, or written application provided and required by such agency. The Corporation may make inquiry through the office of the Corporate Secretary and provide appropriate forms or questionnaires to directors and nominees or potential nominees so as to determine that such persons meet these qualifications. A director who fails or ceases to meet these qualifications is subject to removal or sanction according to Section 3.3.3.6 and Section 3.3.3.7 of these bylaws. A person who seeks to be nominated, or who becomes a candidate, for a seat as a director, and who fails to meet these qualifications shall not be included on the Corporation's proxy under Sections 3.3.4 and 3.3.5 of these bylaws. If such person seeks nomination or election on a separate proxy, the Corporation shall take appropriate measures to notify shareholders that the person does not meet the qualifications to be a director; and if the person is elected, he or she shall not be seated as a director, and if necessary, the Corporation shall seek removal as provided in Section 3.3.3.7 hereof. As used herein, the terms "circumstance or event" include, but are not limited to, prior activities, criminal record (if any), reputation, habit, association, conviction or other official sanction resulting from commission of a felony involving dishonesty, questionable integrity or moral turpitude; violation of securities laws; violation of confidentiality or other requirements of the Code of Ethics; or engaging in other fraudulent or dishonest conduct which may pose a threat to the public interest or to the effective regulation of the Corporation's business, regardless of whether any such conduct has resulted in criminal or civil sanction or penalty.

**3.3.3.7** An individual who is elected or appointed as a director and who does not meet the qualifications set forth in Section 3.3.3 and who does not voluntarily resign or take immediate steps to eliminate the disqualification is subject to removal pursuant to Alaska Law and Section 3.5 of these bylaws, and to such other sanctions as may be provided by the applicable Code of Ethics or bylaw including, without limitation, public censure or public disclosure of the basis for non-qualification.