

# Harrison County Community Foundation

## Board Member - Community Volunteer Application

Updated 1/09/2023

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_ Township: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Occupation/Employer: \_\_\_\_\_

I wish to serve:      On the Board of Directors      \_\_\_\_\_      As a Board-Elect      \_\_\_\_\_

   As a Community Volunteer      \_\_\_\_\_

In the space below, please declare any past or pending business relationships, legal actions, or criminal convictions that might affect your ability to represent the Foundation.

Please list any personal, business or non-profit experience you feel will help you serve the Community Foundation.

Have you ever been convicted of a crime in the past, or is there currently a criminal case pending against you (excluding misdemeanors and summary offenses) that has not been annulled, expunged or sealed by a court?    Yes \_\_\_\_ / No \_\_\_\_

If yes, please explain:

**Are you willing to allow HCCF to conduct a criminal background check?**

**Yes \_\_\_\_\_ / No \_\_\_\_\_**

**Please disclose any kinship to current HCCF board members. See list on Page 4 below.**

**In the space below, explain why you would be an asset to the Community Foundation.**

**By returning this document, you declare you have read, understand, and agree to comply with the Legal Obligations of a Non-Profit Board, Ten Basic Responsibilities of Non-Profit Boards, Board Member Responsibilities, and Conflict of Interest Statement.**

**If you have any questions about the Foundation, service as a board member or community volunteer, please contact Julie Moorman at 812-738-6668.**

# Harrison County Community Foundation

## Board Member Responsibilities

### **General Expectations**

- ❖ Know the Foundation's strengths and needs and support the mission, purposes, goals, policies and programs.
- ❖ Participate actively in strategic planning sessions and follow-up activities to bring governance plans to fruition.
- ❖ Serve actively on at least one standing committee as requested by the board President.
- ❖ Provide input to the board President on the performance of the staff.
- ❖ Attend activities and events whenever possible to promote the interests of the Foundation.

### **Meetings**

- ❖ Prepare for and participate in board, assigned committee meetings, and other appropriate organizational activities.
- ❖ Ask timely and substantive questions at board and committee meetings consistent with personal conscience and convictions, while supporting the majority decision on issues decided by the board.
- ❖ Maintain confidentiality of the board's executive sessions and speak for the board only when authorized to do so.
- ❖ Suggest agenda items periodically for board and committee meetings to ensure that significant policy-related matters are addressed.

### **Avoiding Conflicts**

- ❖ When acting in a board member role, serve the Foundation board as a whole rather than any special interest group or constituency.
- ❖ Avoid even the appearance of a conflict of interest that might embarrass the board, the Foundation or members, and disclose any possible conflicts to the board in a timely fashion.
- ❖ Never accept or offer favors or gifts from or to anyone who does business with the Foundation.

### **Fiduciary Responsibility**

- ❖ Exercise prudence with the board in the control and transfer of funds.
- ❖ Faithfully read and understand the Foundation's financial statements and otherwise help the board fulfill its fiduciary responsibility.

### **Fund Raising and Marketing**

- ❖ Make a gift to the Foundation's Annual Fund according to personal means and with the realization of the leadership role the board must play in fund development.
- ❖ Assist the Foundation's board by implementing fund raising strategies through personal influence with others.
- ❖ Participate actively in fund raising, special events, programs, and activities of the Foundation.

# Harrison County Community Foundation HCCF Supporting Organization

## Community Volunteers

The Harrison County Community Foundation and the HCCF Supporting Organization (HCCFSO) may recruit Harrison County residents with needed skills, education, or expertise to serve on various committees as Community Volunteers to assist in the fulfillment of our mission.

### Community Volunteers (CVs):

CVs shall be appointed to three (3)-year terms by a majority vote of the Board of Directors. In no event shall any individual serve more than two (2) successive terms and the remainder of the term of a replaced CV. After serving two successive terms or two successive terms and the remainder of the term of a replaced CV, a CV completing his or her term shall not be eligible to be reappointed for one (1) term, which is three (3) years.

Elected Officials. No person shall be eligible to serve as a CV if he or she is an elected local, state, or federal government official or becomes an elected local, state, or federal government official whether by election or appointment. At the time of taking public office the CV shall be considered to have resigned as a CV.

Must agree to, sign, and abide by HCCF/SO Conflict of Interest, Confidentiality, and Non-Disclosure Policies. Violations of these policies may result in the dismissal from service as a Community Volunteer upon majority vote of the Board of Directors;

Will be voting members of any committee to which they are assigned;

May be asked to serve on the Board of Directors, however, serving as a Community Volunteer does not assure one a seat on the Board of Directors, if one becomes available.

Do not attend Board of Directors meetings but may be invited to do so for relevant topics or special occasions;

Should become familiar with the HCCF/SO mission and operations;

Should be a proponent of the Foundation's business and social contact;

### 2023 Community Foundation Board Members

<b>Pat Book</b>	<b>Kelley Churchill</b>	<b>Sam Day</b>	<b>Cheryl Fisher</b>
<b>Grant Gallander</b>	<b>Ryan Hanger</b>	<b>Carol Hoehn</b>	<b>Carrie Johnson</b>
<b>Taylor Johnson</b>	<b>Jim Koerber</b>	<b>Annissa Reas</b>	<b>Matt Rothrock</b>
<b>Jeff Shireman</b>	<b>Carrie Spencer</b>	<b>Lisa Steele</b>	<b>Jeff Thomas</b>
<b>Mike Woertz</b>			

# Eligibility for Membership to the Board and to become a Community Volunteer

## 1. Residency requirement

All members of the Board or Community Volunteers shall be Harrison County residents. At the time an individual is no longer a Harrison County resident, he or she shall be considered to have resigned and shall no longer be eligible to be a Board Member or Community Volunteer of the Harrison County Community Foundation.

## 2. Relatives

No person shall be eligible to serve as a Board member of the Harrison County Community Foundation if he or she is more closely related to a presently serving Board member of the Harrison County Community Foundation than first cousin, once removed, or as a spouse, sibling, or a step relative within the same degree of relationship. Any existing member who has seniority in membership who becomes related to another member within the prohibited degree of relationship shall be ineligible at the conclusion of the present term of office.

## 3. Elected officials

No person is eligible to serve as a Board or Community Volunteer of the Harrison County Community Foundation if he or she is an elected local, state or federal government official or becomes an elected local, state, or federal government official whether by election or appointment. At the time of taking office, the member shall be considered to have resigned his or her Board or Community Volunteer membership with the Community Foundation. Notwithstanding the foregoing any member serving at the time of the adoption of this requirement of eligibility shall be entitled to serve out the remainder of the term of his or her office.

## 4. General Eligibility Requirement

In no event shall any individual serve more than *two* successive terms and the remainder of the term of a replaced member of the Board of Directors of the Harrison County Community Foundation, Inc. (Community Foundation) or the Harrison County Community Foundation Supporting Organization, Inc. (Supporting Organization). After serving *two* successive terms or *two* successive terms and the remainder of the term of a replaced member, then such individual shall be ineligible to be a member of the Board of Directors of the Community Foundation or the Supporting Organization for 1 term (3 years).

## Legal Obligations of a Nonprofit Board

According to nonprofit corporation law, a board member should meet certain standards of conduct and attention to his or her responsibilities to the organization. These are referred to as the duty of care, the duty of loyalty, and the duty of obedience.

**Duty of Care** means using your best judgment. It doesn't mean you have to be perfect or that you cannot make a mistake; just that you have exercised reasonable caution in making decisions.

How do you do that as a board member? A few ways: ask good questions, attend meetings, participate in discussions, learn about the organization's programs, and read reference materials.

**Duty of Loyalty** means putting your personal and professional interests aside of the good of the organization. Having a conflict of interest policy in place is one way to exercise duty of loyalty.

**Duty of Obedience** means being true to the organization's mission. Using funds for the purposes for which the organization was established, not for a completely different purpose. A donor has a right to expect that the funds given will be used for the stated purpose. It is also important that the board ensure that the organization is following all laws and regulations that may apply to a nonprofit organization, such as payments of any taxes and public disclosure of information.

## Ten Basic Responsibilities of Nonprofit Boards

1. Determine the organization's mission and purposes
2. Select the Executive
3. Support the Executive and review his or her performance
4. Ensure effective organizational planning
5. Ensure adequate resources, including assisting in fund-raising
6. Manage resources effectively
7. Determine, monitor and strengthen the organization's programs and services
8. Enhance the organization's public image
9. Ensure legal and ethical behavior and maintain accountability
10. Recruit and orient new board members and assess board performance

# Harrison County Community Foundation

## Conflict of Interest Policy

The Board of Directors, Community Volunteer members, and employees of the foundation (hereafter referred to collectively as “foundation member”) are encouraged to play active roles in their communities by serving as board members or otherwise being involved with a wide spectrum of nonprofit organizations. This means that, from time to time, potential conflicts of interest or the appearance of such conflicts will inevitably arise. It is the foundation’s policy to deal with such conflicts in as open and appropriate a way as possible.

Conflicting involvements include but are not limited to the following: foundation members serving as board members of applicant organizations; immediate family members of foundation members serving as board members of applicant organizations; foundation members or their immediate family members being employed by or doing business with applicant organizations.

A possible conflict of interest could arise in any situation in which the Harrison County Community Foundation has business or financial dealings with a member of the board or staff individually, or with a corporation, partnership or other business enterprise of which the foundation member’s immediate family is an officer, direct partner, substantial stockholder, or employee. A possible conflict of interest could also arise in connection with a decision to make a grant to a tax-exempt, not-for-profit organization of which the foundation member, or a member of the immediate family of the foundation member, is an officer, director, trustee, or employee. The length of conflict of interest of outside board membership and contractual arrangement shall be a twelve (12) month look-back period.

In case of such conflicts or the appearance thereof, foundation members are expected to disclose the conflict before making any related foundation business decisions. Once such a disclosure has been made, the Board of Directors (or remaining Board of Directors) will determine whether or not there is a potential conflict of interest. Should it be so considered, any Board of Director involved shall abstain from voting and shall not participate in the discussion of the applicant organization other than to answer specific questions that may be raised by other board members.

In cases where the foundation’s Board of Directors decides to award a grant to an organization and one or more of the foundation’s Board of Directors has abstained from voting as the result of a conflict or the appearance thereof, or a staff member has a conflict or the appearance thereof, such grants and foundation members shall be identified in the minutes of said meeting.

To avoid any conflict of interest or appearance thereof, the Harrison County Community Foundation President and CEO will not serve on the board of directors of organizations that are eligible to receive grant awards from the Foundation. Exceptions may be granted by the Board of Directors to support representation with regional, state, or national organizations.

### Discussion Process

1. The Committee chair will announce the action, including any detail needed to identify the item (but not indicate how the committee voted), and either move for consideration or move to deny.
2. No second is required when reporting out of committee; only if an individual proposes the motion.

3. Members will announce any conflict of interest connected to the item; others in attendance may ask technical questions about the action item (including provide an opinion on the item).
4. Conflicted members are excused to leave the room and go into the foyer.
5. The Board chair will open discussion on the item.
6. Remaining members will vote and then excused members will return to the conference room for the next action item.

Conflict Determination

1. Direct - Any Board or Community Volunteer member who will directly benefit from approval of the grant or other activity under consideration, and is connected to the action either individually or through immediate family members by serving on a board, doing business with the applicant organization or being employed by the applicant organization. (Look-back period of conflict is twelve (12) months).
2. Appearance of Impropriety - Any Board or Community Volunteer member who demonstrates the appearance of a perceived conflict of interest due to a past affiliation with the proposed grant or other activity, along with a reasonable certainty of affiliation with the proposed grant or other activity in the future.

I, \_\_\_\_\_, a Director, Community Volunteer member or employee of the Harrison County Community Foundation, acknowledge that I have received, understand and have agreed with the preceding Conflict of Interest Policy of the Harrison County Community Foundation and that it is to be adhered to through all actions of foundation members. In addition, I will insure that all actions of the Foundation will comply with the applicable state and federal rules and regulations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Amended 111221



**Harrison County Community Foundation  
Conflict of Interest Disclosure and Confidentiality Statement**

During the time that I serve on the board of directors, as a Community Volunteer, or as an employee of the Harrison County Community Foundation, I realize that I will gain access to information that is considered to be confidential and/or proprietary. Such information may relate to donor financial information, submitted proposals, or decisions made with regard to the business of the Harrison County Community Foundation.

Since confidential and proprietary information can be crucial to the operation of the Foundation, and because the Foundation in some instances has the obligation to protect such information, I agree that I will not use, publish or disclose such information during or subsequent to my employment or participation on the board of directors, and that I will preserve the restricted nature of this information except to the extent that it becomes publicly available, or is otherwise lawfully obtained outside the scope of this agreement from third parties.

Additionally, as a member of the board of directors, community volunteer, or staff, I realize that I have an obligation to disclose and eliminate (when necessary) any potential or actual duality of interest or conflict of interest.

Below, I have listed all community organizations, nonprofit corporations or charitable programs that I or a member of my immediate family has a relationship with, that have sought or may in the future seek to do business with the foundation. The term "relationship" means any relation with a person or organization, whether employment (such as a volunteer assignment, part-time job or as a consultant or independent contractor) or fiduciary (such as a board member or officer). The term "immediate family" means spouse, parent, child or other individual living in the same household. The length of conflict of interest of outside board membership and contractual arrangement shall be a twelve (12) month look-back period.

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I hereby certify that I have read, understand and agree to the foundation's policies as described in this statement, with respect to confidential information and conflict of interest, and that the information given in this statement is complete and accurate to the best of my knowledge. I further agree that I will declare any changes in my external organization relationships and sign a new Disclosure as soon as possible.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Harrison County Community Foundation

## CODE OF ETHICS

Members of the Board of Directors, Committee Members, or staff of the Harrison County Community Foundation are committed to observing and promoting the highest standards of ethical conduct in the performance of our responsibilities. We pledge to accept this code as a minimum guideline for ethical conduct and will:

1. Faithfully abide by the Articles of Incorporation, Bylaws, mission and policies of the Harrison County Community Foundation.
2. Ensure that the Harrison County Community Foundation has an active governing body that is responsible for setting the mission and strategic direction of the Foundation and oversees the finances, operations, and policies of the Foundation.
3. Exercise reasonable care, good faith and due diligence in its affairs, and carefully prepare for, regularly attend, and actively participate in board meetings and committee assignments.
4. Maintain a professional level of courtesy, respect, and objectivity in all Foundation activities.
5. Not use the organization or my service on this board for my own personal gain or for that of my family or friends.
6. Refrain from actions and involvements that might adversely affect objectivity or that might embarrass the Foundation.
7. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest and comply with conflict of interest policies and disclosures developed by the board.
8. Fully disclose, at the earliest opportunity, information that would have significance in board decision-making.
9. Respect the diversity of opinions as expressed or acted upon by the Foundation board and committees and formally register dissent as appropriate.
10. Maintain the confidential nature of board deliberations and avoid acting as spokesperson for the entire board unless specifically authorized to do so.
11. Keep all information relating to customers and clients of the Foundation confidential.
12. Serving the public interest shall guide all of the Foundation's work, and shall be the basis for board, committee members and staff decision-making at all levels of the organization.
13. Have read and agree to the terms and conditions of the Personnel Policy including the section titled *Foundation Equipment, E-mail and the Internet*.

### Acknowledgement

I have read and agree to abide by the Code of Ethics set forth above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Adopted 100802  
Amended 120103  
Amended 130506  
Amended 141103

# Harrison County Community Foundation, Inc.

## DISCLOSURE, AUTHORIZATION & CONSENT FOR CONSUMER REPORT FOR BACKGROUND CHECK

As a matter of the Harrison County Community Foundation (HCCF) policy, background check reports are obtained on current and potential Board of Directors, Staff, Board-Elect, and Community Volunteers; collectively referred to herein as "HCCF Member". The report ordered is defined by the Fair Credit Reporting Act (FCRA) as a Consumer Report, and all inquiries are limited to information that could affect the individual's performance while working with HCCF. It is conducted in accordance with applicable federal and state laws including the FCRA. The screening will be conducted by an outside agency - **Checkr - 1 Montgomery St Ste 2400 San Francisco, CA, 94104-5524**. As a result, Checkr may obtain a Consumer Report on you as a HCCF Member.

A consumer report is a compilation of information that might affect your application to be a HCCF Member. The scope of the report may include information concerning your driving record, civil and criminal court records, credit, worker's compensation record, education, credentials, identity, past addresses, social security number, previous employment and personal references.

Should an organization rely upon a consumer report for an adverse action, the FCRA mandates you be provided with a copy of the consumer report and a summary of your rights. An adverse action is defined as "a denial of employment or any other decision for employment purposes that adversely affects any current or prospective employee or volunteer."

I, \_\_\_\_\_ hereby consent and authorize Checkr on behalf of the Harrison County Community Foundation, to prepare a report as defined above for the purposes of evaluating me to be a HCCF Member. I authorize and release individuals, companies, references, current and former employers, schools, credit bureaus, municipal, county, state and federal agencies and courts, to provide all information that is requested to the organization or Checkr. I agree that the report may be released to the Harrison County Community Foundation.

**The applicant should expect an email from Checkr to complete the background check process. Please follow the instructions per Checkr to finish the process in a timely manner.**

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

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

Signature: \_\_\_\_\_

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

Adopted 130328  
Amended 191211  
Amended 221220