

FOR OFFICE USE ONLY

Applicant is a member in good standing

Initials

Date

8055 Cowichan Rd., Blaine WA 98230 360-371-7744 contactus@bbvcc.com | bbvcc.com

COMMITTEE MEMBER APPLICATION FORM

(prepared by Applicant for committee membership and submitted to the office in person or electronically)

The purpose of this application is to provide the Board with information on your background and interest in serving on a Board appointed Committee in Birch Bay Village. Add additional pages if desired.			
Name of Committee for which you are applying:			
Name:	Phone:		
Address:	Email Address:		
Years of residency in Birch Bay Village: Hours per			
Employment background and education:			
Other career related activities:			
Other outside interests:			
Committee participation within Birch Bay Village:			
What is your interest in serving on this Committee and what can you	u offer?		
What are your goals as a member of this Committee?			
By signing below and submitting this form you consent to the collection, use and disclosure of your personal information for the purpose of determining the eligibility of the Applicant for the position being applied for.			
By submitting this form, the Applicant represents that all statemen	ts made above are true and correct.		
NOTE: For your application to considered, the attached Good Faith form.	Conduct Statement must be completed and returned with this		
Signature:	Date:		
COMMITTEE RECOMMENDATION:	Recommend appointment? ☐ Yes ☐ No		
As a \square Regular Member \square Alternate Member (if applicab	le) Chair Signature:		
BOARD ACTION:	DATE:		



GOOD FAITH CONDUCT STATEMENT

Board of Directors, all Committee Members, Management and Staff

Good Faith is the foundation of the existence of the Birch Bay Village Community. Such good faith is a delicate commodity that must be guarded by the Board of Directors, Committee members and management and staff.

CONFLICT OF INTEREST

No member of the board, or any of its committees, shall derive a substantial profit or gain, directly or indirectly, by virtue of his/her association or participation within the community. Each individual shall disclose to either the board or to the committee any personal interest he/she may have in any matter pending before the board or respective committee. The Board or committee shall, in accordance with BBVCC Bylaws, determine by vote of the members whether or not a disclosing member is disqualified from participating in any decision on a pending matter.

CONFIDENTIALITY OF INFORMATION

- Each Director and Committee member who has access to confidential information discussed or disclosed in executive session has the responsibility to safeguard all such information, including all records and documents. This policy extends to the dissemination of information over the telephone and via e-mail.
- Information discussed in executive session shall be disclosed and/or discussed with individuals only on a "need to know" basis. Conversation of a confidential nature must never be held with in earshot of community members or other members of the public.
- Unauthorized disclosure of information discussed in executive session may result in removal of the member from the committee.
- 4. The following are some examples of conduct that are considered violations of this policy:
 - a) Willful manipulation of documents, computer records, or other community information for personal gain.
 - b) Misappropriation or unauthorized use of community monies, property, or services of any kind.
 - c) Willful disclosure of confidential community information to any unauthorized person.

STANDARDS OF CONDUCT:

- The following is prohibited Director and Committee member conduct while in the performance of the work of the community.
 - a) Illegal harassment or discrimination in any form.
 - b) Abusive behavior toward a community or staff member.
 - c) Sexual harassment or sexual violence in any form.
 - d) Being under the influence or drugs or alcohol.
 - e) Endangering the safety of community or staff members.
 - f) Carrying a weapon while actively engaged in community business.
- 2. Violation of community rules and regulations. The above is not meant to be all-inclusive. The Board of Directors reserves the right to remove a committee member or sanction a Director, in accordance with BBVCC Bylaws, for a violation of any of the above or any other serious misconduct not specified. Violations may also result in disciplinary action, up to and including termination of employment.

By executing this form, the undersigned agrees to abide by the terms and conditions set out herein for such time he/she serves in the position.		
Signature of Board/Committee Member Or Management/Staff Member	Title of Position	
Printed Name of Board/Committee Member Or Management/Staff Member	Date	