



For Office use only
Applicant is a member in good standing

Initials Date

COMMITTEE MEMBER APPLICATION FORM

(prepared by Applicant for committee membership and submitted to Board Secretary)

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: _____

Are you a Member of record per By-law Section IV? Yes No

Years of residency in Birch Bay Village: _____ Hours per month you are employed: _____

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 offer? _____

What are your goals as a member of this Committee? _____

NOTE: For your application to be considered, the attached Good Faith Conduct Statement must be completed and returned with this form.

Signature: _____ Date: _____

COMMITTEE RECOMMENDATION: Recommend appointment? Yes No

As a Regular Member Alternate Member (if applicable) Chair Signature: _____

BOARD ACTION: _____ **DATE:** _____

GOVERNANCE VOLUNTEER ETHICS & CODE OF CONDUCT PLEDGE

As a member of the Governance Team (Board of Directors and Registered Committees) for the Birch Bay Village Community Club, I agree and commit to the following:

GENERAL:

To fulfill the mission and vision of the Association and/or the volunteer body upon which I serve (Duty of Loyalty).

WORKING FOR THE LARGER INTERESTS OF THE ASSOCIATION TO:

- Focus all efforts on the greater interests of the Association without consideration of personal objectives.
- Refrain from leveraging my service in this volunteer role for my own personal advantage or for the benefit of my friends or associates.
- Immediately disclose to the Board and/or Chairperson any real or perceived conflict of interest as soon as I have knowledge of it.

TRUST and CONFIDENTIALITY:

- Maintain confidentiality around all personal or private information gained through working on the volunteer body.
- Will not use any contact information of Committee or Board members for any reason other than for Committee or Board business.
- Will never violate the trust of those who selected me to the volunteer body or of those we serve.
- Will not misrepresent facts or other information relating to the Association business.

AUTHORITY:

- Will not exercise authority as a selected community volunteer except when acting in a meeting or as delegated by the group or the Board as a whole.
- Will refrain from communicating directly with any vendor of the Association or person or entity requested to submit a bid to provide services to the Associations, or one currently providing service to the Association, without collective decision to do so by the Board of Directors or when assistance is needed from General Manager.
- Will not work on or otherwise alter any Village facility or common area without the authorization of the Board of Directors or General Manager.

COLLABORATION:

- Will approach all the group's issues with an open mind and be prepared to make the best decisions for the association and its greatest number of members.
- Will respect and support the majority recommendations of the appointed group for which I serve and/or ultimately the Board of Directors of the Association.
- Will respect that staff members are a resource to the committees and that it is not the responsibility of volunteers to oversee, supervise, or otherwise direct the work of staff. Issues related to staff performance and job duties are to be directed to the General Manager and/or Board President. Similarly, the General Manager only takes direction from the Board President as delegated by the Board of Directors or as action items determined by the Board of Directors as a whole.

COMMUNICATION:

- Will not communicate to any other volunteer or staff member of the Association in a threatening or harassing manner.
- Will not display any negative or abusive attitude or behavior toward any other volunteer or staff member of the Association.
- Will not post to social media regarding Association business, volunteers, or staff including personal information, postings with editorial content, opinions, slurs, demeaning or inflammatory statements, spam, abusive or discriminatory language, personal attacks, obscenity directed at any Village member (volunteer or otherwise) or staff member (current or prior) is not acceptable as a representative of the Birch Bay Community.

FURTHER TO THE ABOVE AND SPECIFIC TO THE BOARD OF DIRECTORS:

BOARD MEMBERS SHALL:

- Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances, and resources.
- Act within the boundaries of their authority as defined by law and the governing documents of the association.
- Provide opportunities for residents to comment on decisions facing the association.
- Perform their duties without bias for or against any individual or group of owners or non-owner residents.
- Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.
- Conduct open, fair, and well-publicized elections.
- Ultimately speak with one voice, supporting all duly-adopted board decisions—even if the final decision or direction was not unanimous.

BOARD MEMBERS MUST NOT:

- Reveal confidential information provided by contractors or share information with those bidding on association contracts unless specifically authorized by the board.
- Make unauthorized promises to a contractor or bidder.
- Advocate or support any action or activity that violates a law or regulatory requirement.
- Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.
- Spend association funds for their own personal use or benefit.
- Accept any gifts—directly or indirectly—from owners, residents, contractors, or suppliers.
- Direct personal attacks at colleagues, staff, or residents.
- Reveal to any owner, resident or other third party the discussions, decisions and comments made at any meeting of the board properly closed or held in executive session.

[Source: <https://www.caionline.org/Advocacy/PublicPolicies/Pages/Protection-for-Community-Association-Volunteers.aspx>]

I understand that if I violate any principles above that I may be removed from the Committee and/or cause the Board of Directors to initiate my removal from the Board of Directors.

Signature: _____ Date: _____