

Office use only

Date elected to board: \_\_\_\_\_ Recombitment date: \_\_\_\_\_

## Board of Directors Application for Membership

**In order to be considered, all nominations of potential board members must be accompanied by a completed "Application for Membership." ALL APPLICATIONS WILL BE EVALUATED BY COMPARISON WITH DEMOGRAPHIC, ETHNIC AND PROFESSIONAL NEEDS FOR THE BOARD OF DIRECTORS. RECEIPT OF A COMPLETED APPLICATION WILL BE REGARDED AS AN EXPRESSION OF INTEREST, NOT AN ACCEPTANCE OR COMMITMENT TO SERVE.**

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

Preferred mailing address: \_\_\_\_\_

Work phone number: \_\_\_\_\_ Birthday: \_\_\_\_\_

Fax number: \_\_\_\_\_ Home phone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_ Pager: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Preferred Title: \_\_\_\_\_

Business: \_\_\_\_\_ Ethnicity (optional) \_\_\_\_\_

Do you have experience with Junior Achievement? (JA student, JA classroom volunteer, JA Board member, JA committee member, Other \_\_\_\_\_, No experience)

Education, Training, Special Skills: \_\_\_\_\_

Volunteer Experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a felony? : \_\_\_\_\_

What strengths/skills would this person bring to the board? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## ANNUAL COMMITMENT TO SERVE Board of Directors

Recognizing the importance of the responsibility I am undertaking in serving as a member of the Board of Directors of **Junior Achievement of Brazoria County, Inc.**, I \_\_\_\_\_ ( Please print) do hereby declare and affirm my willingness to assume/continue to assume the responsibilities of a board member, as summarized below for the next Fiscal year:

1) Attendance: A minimum of three of four quarterly board meetings per year; If I agree to assume an officer position, I understand there will be monthly meetings; I understand that unexcused absences (meaning: failure to notify) from two consecutive meetings constitutes a resignation; I also agree to contribute to discussions at meetings, having read background material, and to contribute individual skills and resources as appropriate. I also agree to send in my proxy when unable to attend meetings.

2) Policy: To consider, approve and support management policies, which promote and enhance the mission of the organization.

3) Public Relations: To report to and represent the agency in a positive manner to local organizations, associations, businesses, and individuals, and to declare any potential conflicts of interest and refrain from voting on such issues;

4) Advisory/ Fundraising: To participate on at least three committees with one being a fundraising committee: (Check the participation on which you wish to serve for the coming year)

- \_\_\_ Finance Committee (finance, corporate fund drive)
- \_\_\_ Executive Committee (Consists of officers and each Committee Chairman)
- \_\_\_ Board Development (recruitment, recognition, training)
- \_\_\_ Marketing/PR Committee (Public relations, publicity, web site design, campaign)
- \_\_\_ Business/Industry Education (help facilitate meetings and collaborative efforts.)
- \_\_\_ Hall of Fame Committee - September (Planning, fund raising, Laureates, decorations)
- \_\_\_ Golf Tournament Committee - June (Planning, fund raising, door prizes, etc.)
- \_\_\_ Celebrity Waiter Committee ó March (Planning, fund raising, door prizes, etc.)
- \_\_\_ Bowl-a-thon Committee ó November (Planning, fund raising, door prizes, etc.)
- \_\_\_ Teach JA in the classroom-at least one class annually ó choose: Fall Spring
- \_\_\_ Go on 5 Corporate/Prospect calls with President or other Board Member
- \_\_\_ Provide at least 10 contact names to JA for possible volunteers or donor base

5) To support the organization financially (minimum \$100 per year or solicitation of a minimum of \$1,000 annually from others) and to assist in the raising of funds to support the mission and programs of the organization.

I understand that any expenses associated with attendance at events or meetings are my sole responsibility.

\_\_\_ I am no longer able to serve on the Board of Directors, but am willing to participate in the above indicated capacities.

\_\_\_ I am no longer able to serve on the Board of Directors. I would like to propose \_\_\_\_\_  
\_\_\_\_\_ to fill my position on the board.

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



## Board Member – Annual Participation and Commitment Form

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

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

### Pledge of Volunteer Support:

- \_\_\_\_\_ My goal during the coming school year is to have \_\_\_\_\_ of my company's employees volunteer in schools through JA.
- \_\_\_\_\_ I will appoint a volunteer coordinator to schedule an informational session regarding JA at my company.  
  
The name of that person is: \_\_\_\_\_ Their phone number is: \_\_\_\_\_
- \_\_\_\_\_ I will send out an internal communiqué to my company's employees stating our commitment to JA and ask our employees to get involved as classroom volunteers and attend the informational sessions.
- \_\_\_\_\_ I am personally interested in volunteering in a classroom.

### Pledge of Corporate Funding Support:

- \_\_\_\_\_ **Yes, my company will support JA with an annual donation.**
- A. \_\_\_\_\_ \$ \_\_\_\_\_ Amount pledged to come in \_\_\_\_\_ (month)
- B. \_\_\_\_\_ Our donation of \$ \_\_\_\_\_ is enclosed.
- C. \_\_\_\_\_ Please send me an invoice for \$ \_\_\_\_\_ in \_\_\_\_\_ (month).
- D. \_\_\_\_\_ Please contact me. Our budgeting process occurs in \_\_\_\_\_ (month).
- E. \_\_\_\_\_ **THIS YEAR ONLY! ONE –TIME ECONOMIC DOWNTURN SPONSORSHIP. Our Company will in addition to our annual support provide the following additional sponsorship in support of JA's PROGRAMS: \$ \_\_\_\_\_ .00**

### My Personal Pledge of Financial Support:

- \_\_\_\_\_ **Yes, I will make a personal contribution to JA this school year:**
- A. \_\_\_\_\_ \$ \_\_\_\_\_ Amount pledged to come in \_\_\_\_\_ (month)
- B. \_\_\_\_\_ My personal gift of \$ \_\_\_\_\_ is enclosed.
- C. \_\_\_\_\_ Please send our company an invoice for \$ \_\_\_\_\_ in \_\_\_\_\_ (month).
- D. \_\_\_\_\_ My company has a matching grant program which my donation above is eligible for. I have attached the appropriate form to secure this match.

In-Kind Support?: \_\_\_\_\_

Board Member Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Please return to:  
Junior Achievement of Brazoria County**

**P.O. Box 83, Lake Jackson, TX 77566  
Or email to: jaofbrazoria@sbcglobal.net**

## **CONFLICT OF INTEREST STATEMENT AND DECLARATION PROCEDURE**

JA USA and each JA Area (collectively, %Junior Achievement+) requires that all employees and Area Board members complete and annually update a Conflict of Interest Declaration as a method of disclosing and ethically resolving potential conflicts of interest (Policy 6.9 of JA Policies Manual).

Possible conflict of interest situations may exist when an employee or Area Board member has an outside personal economic interest that has the potential of being at variance with the best interests of Junior Achievement. Even though such interests may result in no financial detriment to the organization, they may nevertheless influence or impair the exercise of independent judgment by the individual involved.

Without attempting to cover all possible relationships, conflicts of interest may arise under these types of situations with the organizations, vendors, competitors, donors, and customers:

1. Acting in the capacity of a director, officer, sole proprietor, partner, employee of or paid consultant or advisor to any vendor, competitor, donor, or customer.
2. Having a substantial financial interest in any firm that does business with Junior Achievement.
3. Engaging in any conduct that is competitive or damaging to Junior Achievement.
4. Accepting loans, advances, or excessive gifts or entertainment from any organization that does business with Junior Achievement.

Should any transaction or act of any employee or Area Board member constitute a possible conflict of interest, the individual is required to disclose all of the relevant facts for consideration to determine whether a conflict of interest actually exists, and if so, the manner in which it should be resolved.

All employees and Area Board members are required to complete and sign a Conflict of Interest Declaration upon assuming their JA responsibilities and annually thereafter, which shall be retained in local personnel files. Compliance questions for Area employees should be referred to Area Presidents. Compliance questions pertaining to Area Presidents should be referred to Area Board Chairs. Questions regarding compliance for JA USA employees should be referred to the JA USA Senior Vice President, Human Resources or his or her designee(s).

Compliance questions regarding Area Board Chairs and compliance questions that cannot be resolved at the Area level should be referred to the JA Worldwide Senior Vice President, Human Resources or his or her designee(s) for review.

Review of the conflict of interest policy and signed forms will become part of an Area's CAP (Cooperative Accreditation Process).

**CONFLICT OF INTEREST DECLARATION FORM**

According to the Conflict of Interest Statement of Junior Achievement, a copy of which has been provided to me, I declare that I:

\_\_\_ **do not** have any affiliations, interests, or situations that constitute a potential conflict of interest.

\_\_\_ **do have** affiliations, interests, or situations that, when considered in conjunction with my position or relationship with Junior Achievement, might possibly constitute a conflict of interest. (Please specify below.)

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I agree to report to the Area President or Area Board Chair, or the JA USA Senior Vice President, Human Resources, as appropriate, any situation that may develop before completion of my next annual declaration.

Signed: \_\_\_\_\_

Name/Title (printed): \_\_\_\_\_

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

JA Area: \_\_\_ Brazoria County \_\_\_\_\_