



## Board of Directors Membership Application

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

### University at Buffalo Affiliation

- Student
- Faculty
- Staff
- Alumnus
- None
- Other \_\_\_\_\_

### UB Child Care Center Affiliation

- Parent – South
- Parent – North
- Previously had child enrolled
- None
- Other \_\_\_\_\_

- **Why do you want to serve on the Board of UBCCC?**

- **What skills or experience do you have that could contribute to the mission of the Board (Please check all that apply)**

- |   |   |
|---|---|
| <input type="checkbox"/> Administration, management | <input type="checkbox"/> Finance, accounting                |
| <input type="checkbox"/> Childcare administration   | <input type="checkbox"/> Grant writing                      |
| <input type="checkbox"/> Computer/IT Support        | <input type="checkbox"/> Legal, policy development          |
| <input type="checkbox"/> Early Childhood            | <input type="checkbox"/> Marketing, PR, communications      |
| <input type="checkbox"/> Education, instruction     | <input type="checkbox"/> Outreach, advocacy, event planning |
| <input type="checkbox"/> Facility management        | <input type="checkbox"/> Personnel, human resources         |
| <input type="checkbox"/> Other: _____               |   |

- **Please attach a current resume or CV if you have one available.** Feel free to include a letter with your application if you have anything else you'd like to share.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Conflict of Interest Policy

The Board of Directors of the UNIVERSITY AT BUFFALO CHILD CARE CENTER, INC. (“UBCCC”) has adopted the following Conflict of Interest Policy, which applies to all of its directors, officers, and key employees.

1. A “Related Party” is a director, officer or key employee of UBCCC or any affiliate of UBCCC, or a relative of one of those persons. A Related Party also includes any entity in which any such individual has a thirty-five per cent or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five per cent, or in which any such individual is a director, trustee or officer.
2. An “affiliate” is another entity which is controlled by, in control of, or under common control with, UBCCC.
3. A “relative” is a spouse, domestic partner, ancestor, sibling (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses of siblings, grandchildren and great-grandchildren.
4. If a Related Party has a financial interest in any transaction with UBCCC or an affiliate of UBCCC, it is considered to be a conflict of interest and the following rules apply.
5. The existence and circumstances of the conflict of interest shall be immediately reported to the Audit Committee of the Board of Directors (the “Audit Committee”).
6. The existence and resolution of the conflict of interest shall be documented in the corporate records of UBCCC, including the minutes of any meeting at which the conflict of interest was discussed or voted upon.
7. The Related Party may not participate in any deliberations or voting concerning the transaction, or improperly influence such deliberations or voting.
8. The Board must consider alternatives to the transaction involving a conflict of interest, to the extent available.
9. The Board or one of its Committees must approve the transaction involving a conflict of interest by majority vote (excluding the Related Party).
10. The basis for approving the transaction involving a conflict of interest must be contemporaneously documented in writing, including the consideration of any alternatives.
11. All Directors must complete and submit to the Audit Committee, prior to their election and annually thereafter, the Disclosure Statement adopted by the Board.

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Signature

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Date

## Disclosure Statement

1. I hereby certify that if any of the following covered individuals or entities has a financial interest in any transaction with the UNIVERSITY AT BUFFALO CHILD CARE CENTER, INC (“UBCCC” ) or any affiliate of UBCCC, the details of my connection with this transaction will be fully disclosed in a written statement attached to this Disclosure Statement.
2. Covered individuals and entities include:
  - (a) Me.
  - (b) My relatives, which means my spouse, domestic partner, ancestor, sibling (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses of siblings, grandchildren and great-grandchildren.
  - (c) Any entity in which one of my relatives or I has a thirty-five per cent or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five per cent, or in which one of my relatives or I am a director, trustee or officer.
3. I agree that if a covered individual or entity has a financial interest in any proposed transaction at any time while I am a director of UBCCC, I will fully disclose my connection with this proposed transaction to the Board of Directors of UBCCC.
4. I agree to adhere to the Conflict of Interest Policy adopted by the Board of Directors of UBCCC, as it may be amended from time to time.

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Signature

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Date



## Board Service Commitment Pledge

I, \_\_\_\_\_, recognizing the important responsibility I am undertaking in serving as a member of the Board of Directors of this organization, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations in my role as a Board member.

### **My Role:**

I acknowledge that my primary role as a Board member is to contribute to the defining of the organization's mission and governing the fulfillment of that mission, and to carry out the functions of the office of Board Members and/or Officer as stated in the Bylaws.

My role as a Board member will focus on the development of broad policies that govern the implementation of institutional plans and purposes. This role is separate and distinct from the role of the Center Director, who determines the means of implementation.

### **My Commitment:**

I will exercise the duties and responsibilities of this office with integrity, collegiality, and care.

### **I Pledge:**

1. To establish a high priority with regards to my attendance at all meetings of the Board, committees, and task forces on which I serve.
2. To come prepared to discuss the issues and business to be addressed at scheduled meetings, having read the agenda and all background material relevant to the topics at hand.
3. To work with and respect the opinions of my peers who serve on this Board, and to leave my personal prejudices out of all Board discussions.
4. To always act for the good of the organization.
5. To represent this organization in a positive and supportive manner at all times and in all places.
6. To observe the parliamentary procedures and display courteous conduct in all Board, committee, and task force meetings.
7. To refrain from intruding on administrative issues that are the responsibility of management except to monitor the results and prohibit methods that conflict with Board policy.
8. To avoid conflicts of interest between my position as a Board member and my personal life. If such a conflict does arise, I will declare that conflict before the Board and refrain from voting on matters in which I have conflict.

9. To support in a positive manner all actions taken by the Board of Directors even when I am in a minority position on such actions.
10. To agree to serve on at least two committees, attend all meetings, and participate in the accomplishment of its objectives. While on the Board, a committee, or a task force, I will:
  - a. Call meetings as necessary until objectives are met;
  - b. Ensure that the agenda and support materials are mailed to all members in advance of the meetings;
  - c. Conduct the meetings in an orderly, fair, open, and efficient manner;
  - d. Make committee progress reports to the Board at its scheduled meetings, using the adopted format.
11. To participate in strategic planning, Board self-evaluation programs, and Board development workshops, seminars, and other educational events that enhance my skills as a Board member.

If, for any reason, I find myself unable to carry out the above duties as best as I can, I agree to resign my position as a Board member/officer.

\_\_\_\_\_  
Board member signature

\_\_\_\_\_  
Date