

# Board Orientation Forms

Date	
Board Member Name	
Address	
City/State/Zip	
Date of Birth	
Home Phone	
Cell Phone	
Work Phone	
Email Address	
Date Seated	
Term Expires	



Mickey Cartner, Board Chair



**Community Services**

- Domestic Violence Program
- \* Sexual Assault
- \* Displaced Homemakers
- \* Family Violence Prevention

**Public Transportation**

- Senior Enrichment Program
- Meals on Wheels
- Congregate Nutrition Sites
- Legal Services

**Family Resource Center**

- Senior Centers
- East Bend
- Yadkin County
- Yadkin Valley
- Surry County
- Pilot Mountain

**Retired & Senior Volunteer Program**

**Weatherization**



Congratulations on becoming a YVEDDI Board Member! We are certain you will find this opportunity very rewarding, as you will be in a position to give back to your community and make a positive difference in the lives of many, many people!

Please closely review the information below as it pertains specifically to you:

Board Meetings	Held on the fourth Thursday, bi-monthly at 6:00 PM (June, August, October, December, February, April) <i>December meeting date usually changed due to Christmas holiday</i>
Meeting Location	533 N. Carolina Ave, Highway 601 N ▪ Boonville, NC 27011
Documents you need to review, sign and submit	Conflict of Interest, Confidentiality Statement, Principles of Ethical Conduct, Board Member Questionnaire
Board Member Resources	<a href="http://www.yveddi.com">www.yveddi.com</a> > Board of Directors Password: yveddi
Contact for questions and to schedule your personalized orientation	Kathy Payne, Executive Director kpayne@yveddi.com T: 336-367-3520 Cell: 336-469-6803
Committee you will serve on	
Your assigned Board Mentor	
Your term will expire	

In the enclosed packet you will find important and helpful information about our organization that will guide you through your responsibilities and help you to become an effective board member. Please review the information and contact the Executive Director to schedule your orientation at a time most convenient to you.

Your attendance is of utmost importance, as board members have legal and ethical responsibility in overseeing our non-profit organization. Please call (336) 367-7251 ext. 525 or email TDaniels@yveddi.com if you are unable to attend a meeting.

We thank you in advance for your service on the YVEDDI Board of Directors as we work together to help people and build stronger communities.

Sincerely,

Mickey Cartner, Board Chair

cc: File

# Board of Director Questionnaire/ Application

Purpose: This information will be used to identify current board member characteristics, composition needs where there are vacancies, and assist with member selection going forward.

Name						
Address						
City/State/Zip						
Phone:	Home	Work	Cell			
Date of Birth		Race/Ethnic		Disability		
Email Address						
Employer						
Occupation/Position						
Name of Public Official or Organization you Represent:						
Other Boards You Have Serve On or Have served on in the Past Five (5) Years and Positions Held:						
Board		Position		Years of Service		
Volunteer Activities						
Do you have a background or expertise in: If yes, please describe background and/or expertise.						
Fiscal Management or Accounting						
Early Childhood Education and Development						
Education (other than Early Childhood)						
Business Administration						
Community Affairs						
Elder Services						
Health Services						
Housing						
Fundraising						
Other						



# Board Orientation Preference

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*Please help us to plan board orientation that meets your desires by checking all that applies below:*

I have received Board Orientation and understand my roles and responsibilities, governance policies, the agency's history and mission, and the agency's strategic priorities and challenges

I would like a short, refresher orientation at a regular board meeting

I am very busy and would like to receive one-on-one Board Orientation at my convenience

Date & Time: \_\_\_\_\_ Location: \_\_\_\_\_

I would like to be included in special called, group Board Orientation

Best time:

Day

Evening

I would like to be assigned a mentor who is a veteran of the board

Print Name	Date
Signature	

# Board Member Job Description

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## Governance

Learn about the organization including its mission, strategic plan, programs, policies, operations, finances, challenges and opportunities. Read the Articles of Incorporation and By-laws. Participate in the new board member orientation program.

Attend all board and designated committee meetings and participate actively and responsibly. Review the agenda and any supporting documents prior to the meeting.

Know the basic operation of the Parliamentary Procedures.

Respect your fellow board members and their time. Keep to the agenda and avoid digressions that do not move the organization forward.

Use any special skills or training you may have to further the work of the board and the organization. Distinguish your personal opinions from your professional ones.

Adhere to the Confidentiality Statement, Code of Ethics and Conflict of Interest Statement.

## Finances

Review and understand the organization's financial reports and budget.

Adopt policies on board travel, meeting expenses and reimbursements. Follow the policies and hold other board members responsible.

## Assist and Participate in Fundraising Efforts

One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission. The board should work in partnership with the Executive Director and management staff, to raise funds from the community.

Provide financial support to the organization according to your ability.

## Performance

Annually assess the performance of the board as a whole and your own performance as a board member. Identify areas in need of improvement and acknowledge those things that are going well.

Annually assess the performance of the organization as a whole. Review the strategic plan and objectives and make adjustments as needed.

## Staff

Participate in the active recruitment and selection process of Executive Director, ensuring the selection of the most competent and qualified applicant. Ensure Executive Director has moral and professional support needed to fulfill goals of the organization. Annually evaluate the Executive Director's performance.

Understand your role as a director and the roles of management staff in the governance and operation of the organization.

Ensure that there is a succession plan in place for the Executive Director.

## Leadership

Participate in the active recruitment, selection and orientation of new board members. Define and maintain a balanced Board. Encourage continuing education for all board members and participate in the programs.

## Legal and Ethical Integrity and Maintain Accountability

Responsible for ensuring adherence to legal standards and ethical norms; warrant solid personnel policies, complaint procedures, and clear delegation to the Executive Director of hiring and managing employees.

## Duty of Care

Taking the Duty of Care and exercising the judgments that any reasonable and prudent person would exhibit in the process of making informed decisions, including acting in good faith consistent with what you as a member of the Board truly believes is in the best interest of the organization.

## Duty of Loyalty

The Duty of Loyalty calls upon the board and its members to consider and act in good faith to advance the interests of the organization. Board members will not authorize or engage in transactions except those in which the best possible outcomes or terms for the organization can be achieved. This standard constrains a board member from participating in board discussion and decisions when they as an individual have a conflict of interest (i.e. personal interest conflict with organizational interest.). While the board members of each category should take into account the interests of their constituency, each board member must still act in the best interests of the YVEDDI as a whole.

## Duty of Obedience

The Duty of Obedience requires obedience to the requirements of applicable laws, rules, and regulations, as well as honoring the terms and conditions of the organization's mission, by-laws, policies, and other standards of appropriate behavior.

Clearly articulate and interpret the organization's mission, accomplishments and goals to the public, as well as garnering support from important members of the community to ensure comprehensive public relations; represent the organization in a positive matter.

## Ensure Effective Organizational Planning

Monitor the organization's Programs and Services.

As organizational stewards participate with management staff in an overall planning process and monitor the progress of carrying out the plan. Support YVEDDI management staff and other board members as partners toward achievement of our goals.

*I have read and understand the Board Job Description and my responsibilities as a Board member of Yadkin Valley Economic Development District, Inc. (YVEDDI).*

Print Name	Date
Signature - Board Member	

*Return one copy to the board chair, and keep the other for reference.*



# CONFIDENTIALITY STATEMENT

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As an attendee at the Yadkin Valley Economic Development District, Inc. Board of Directors' meetings, Committee meetings, and other functions/activities/meetings where I serve as a representative of the Yadkin Valley Economic Development District, Inc. (YVEDDI), I will respect the dignity and privacy of all people. I agree to demonstrate these values by keeping all personal information pertaining to individuals, families, and staff confidential.

I understand that in doing so, I will be upholding the integrity and ethics of Yadkin Valley Economic Development District, Inc. (YVEDDI)

This statement shall appear on each sign-in sheet for Board of Directors' meetings, Committee meetings, and any other meeting where I serve as a representative of YVEDDI.

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Print Name

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Signature

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Date

# CONFLICT OF INTEREST STATEMENT

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The Yadkin Valley Economic Development District, Inc. has adopted the following policy as it pertains to Conflict of Interest:

- A. A conflict of interest is defined as an actual or perceived interest by a (staff member/ Board member) in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. A conflict of interest occurs when an employee/ Board member has a direct or fiduciary interest in another relationship.
- B. All Board members shall avoid conflicts of interest and any appearance of impropriety. Should instances arise when a conflict of interest may be perceived, any individual who may benefit directly or indirectly from YVEDDI's disbursement of funds shall abstain from participating in any decision or deliberation by YVEDDI regarding the disbursement of funds.
- C. Members of the YVEDDI Board of Directors, in performance of YVEDDI duties, activities, and/or representation, must seek only the furtherance of the mission of the YVEDDI. At all times, Board members are prohibited from using their board title, the organization's name or property, for personal gain.
- D. The directors and officers of YVEDDI should neither solicit nor accept gifts, entertainment, favors, or other items of more than nominal monetary value from contractors/vendors. This policy is not intended to preclude bona-fide fund-raising activities.
- E. Disclosure – All conflicts of interest shall be disclosed by the person or persons concerned.
- F. Record of Conflict – The official minutes of the Board of Directors shall reflect that any conflict of interest was disclosed and the person(s) with conflicts did not participate in discussion or vote on the matter.

The determination of whether a conflict exists must be on a case by case basis, with each board member or staff weighing his or her own obligations or interests. Specifically, when a board member feels his or her personal interest in a matter will conflict with, or appear to conflict with, his or her impartial duties to the public interest served by YVEDDI Board of Directors, then such member should refrain from discussing or voting on the matter.

YADKIN VALLEY ECONOMIC DEVELOPMENT DISTRICT, INC.

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Print Name

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Signature

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Date



# Principles of Ethical Conduct

for Board of Directors of Yadkin Valley Economic Development District, Inc.

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According to the Panel on the Nonprofit Sector's "Principles for Good Governance and Ethical Practice": Each organization should have a code of ethics that outlines the practices and behaviors that its staff, board, and volunteers agree to follow. The adoption of such a code, though not required by law, helps demonstrate the organization's commitment to carry out its responsibilities ethically and effectively.

As members of the Board of Directors of the Yadkin Valley Economic Development District, Incorporated (hereinafter "YVEDDI"), we assume a public trust and recognize the importance of high ethical standards within the organization we lead. In order to adhere to the high ethical standards, we, the Board of Directors, acknowledge that we owe YVEDDI a duty of care and a duty of loyalty. The duty of care is manifested by our promise to commit ourselves to be well informed about the organization and to use our best judgment when exercising our authority to make decisions on behalf of YVEDDI. The duty of loyalty requires that we always act in the best interests of YVEDDI.

Essential values and ethical behaviors we should exemplify in order to maintain high ethical standards and promote the mission of YVEDDI include:

- Excellence – Committed to high quality results
- Innovation – Embrace new ideas to further the mission
- Integrity – Commitment beyond the law (honesty and fairness in all encounters)
- Accountability – Good stewardship of assets and respect for the community's trust
- Collegiality – Respect for the value and dignity of all individuals

In keeping with these values, and to assist in fulfilling our responsibilities to the individuals and communities we serve, each member of the Board of Directors subscribe to the following principles:

1. I will conduct myself in a manner that upholds the integrity of the YVEDDI and merits the trust and support of the public.
2. I will uphold all applicable laws and regulations, going beyond the letter of the law to protect and/or enhance YVEDDI's ability to accomplish its mission.
3. I will abide by the YVEDDI Board Bylaws.
4. I will treat others in a courteous, equitable, and respectful manner.
5. I will be a responsible steward of YVEDDI's resources.
6. I will take no actions that could benefit me personally at the unwarranted expense of YVEDDI and I will uphold YVEDDI's Conflict of Interest Statement.
7. I promise to uphold and adhere to YVEDDI's Confidentiality Statement.
8. I will exercise prudence in the expenses I charge to YVEDDI.
9. I will carefully consider the public perception of my personal and professional actions and the effect my actions could have, positively or negatively, on YVEDDI's reputation in my community and elsewhere.
10. I will strive for personal and professional growth to improve my effectiveness as a YVEDDI board member.
11. I will report any issue of fraud, theft, harassment, waste, and/or abuse to the Chairman of the Board of Directors. In the event that the Chairman is unavailable, issues of fraud, theft, harassment, waste or abuse should be reported to the Vice-Chairman of the Board of Directors.

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Print Name

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Signature

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Date





Tripartite Board of Directors Member Profile

A completed Profile is required for each Board Member for whom a Profile was not previously submitted. When a new member is seated, a Board Member Profile, along with the applicable documentation (minutes of the meeting at which this new board member was seated, a letter confirming election or appointment from the organization represented by the new board member and/or documents certifying democratic selection and/or community or neighborhood election of a representative of the poor) should be mailed to the Office of Economic Opportunity within 30 days. This requirement supports The Community Opportunities, Accountability and Training and Educational Services Act of 1998 Section 676B "Tripartite Boards."

Agency Name: Yadkin Valley Economic Development District, Inc. (YVEDDI)

Board Member's Name:

Address:

Date seated:

Term Expires:

SECTOR REPRESENTED (please check one)

Representative of the Poor Public Elected Official (or appointed representative) Private Organization

Community Represented:

Title of Elected Officer:

Organization Represented:

Date of Orientation:

Occupation:

Committee Assignment(s):

Goal(s) as a Board Member:

Please check all that apply

- Minutes of the meeting at which this board member was seated are on file and available for review.
A Letter confirming election or appointment from the organization represented by the new board member is on file and available for review.
Documents certifying a community or neighborhood election of a Representative of the Poor are on file and available for review.

X Signature of Board Chairperson Date

X Signature of Board Member Date

# YVEDDI Public Transportation Demographic Information Collection Form

Yadkin Valley Economic Development District, Inc. (YVEDDDI) Public Transportation is required by Title VI of the Civil Rights Act of 1964 and related authorities to record demographic information on members of its boards and committees.

Please provide the following information:

<b>Race/Ethnicity:</b> <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Other (please specify):	<b>National Origin: (if born outside the U.S.)</b> <input type="checkbox"/> Mexican <input type="checkbox"/> Central American: <input type="checkbox"/> South American: <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Chinese <input type="checkbox"/> Vietnamese <input type="checkbox"/> Korean <input type="checkbox"/> Other (please specify):
<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Age</b> <input type="checkbox"/> 30-44 <input type="checkbox"/> Less than 18 <input type="checkbox"/> 45-64 <input type="checkbox"/> 18-29 <input type="checkbox"/> 65 and older
<b>Disability:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> I choose not to provide any of the information requested above	

Completed forms will remain on file as part of the public record. For more information regarding Title VI or this request, please contact the Yadkin Valley Economic Development District, Inc. (YVEDDI) Public Transportation at (336) 367-7251 or by email at [jphillips@yveddi.com](mailto:jphillips@yveddi.com).

Please sign below acknowledging that you have completed this form.

Thank you for your participation!

Print Name	
Signature	
Date	

<b>Implementation</b> <ul style="list-style-type: none"> <li>▪ Forms will be completed prior to triennial Title VI compliance reviews and remain on file for three years.</li> <li>▪ All new and existing members of appointed decision-making boards or committees will be <b><i>required</i></b> to complete this form for reporting purposes.</li> <li>▪ If a member, for whatever reason, selects "I choose not to provide any of the information requested above" they will have also <b><i>completed</i></b> the form.</li> <li>▪ If a member chooses not to provide any of the information on the form, the Title VI Coordinator will be permitted to indicate that member's race and gender, based on the Coordinators' best guess.</li> <li>▪ Data from these forms will be used to complete the Demographic Request Table in Appendix E.</li> <li>▪ Once a new member submits this form, the Demographic Request Table for the Associated committee will be updated.</li> </ul>
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