



## 4Cs Board Membership Application

Name \_\_\_\_\_  
Professional Affiliation \_\_\_\_\_  
Professional Title \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Best Phone Number \_\_\_\_\_  
Email \_\_\_\_\_

How did you hear about 4Cs?

Why are you interested in 4Cs Board service at this time (what element of 4Cs are you drawn to)? Provide a summary of professional and/or personal qualifications, knowledge and experience that is most relevant to 4Cs. Indicate the degree to which you have senior management and executive level experience.



List past and current volunteer involvement and include any leadership roles you held.

Fundraising is an extremely relevant aspect of Board member activity. It takes many forms, including but not limited to, soliciting for direct sponsorships, helping to secure fundraising, opening doors to potential donor sources, recruiting important new members, and providing in-kind support. Please describe your experience with each and your ability to participate in fund development.

Are you able and committed to attend at least three quarters of the regularly scheduled monthly board meetings each year (*please check*)?

YES

NO

The Board's Conflict of Interest Policy is summarized in the 4Cs By-Laws. As the full statement indicates, conflicts are not inherently improper but Board members must be conscious of such conflicts and act with candor and care in dealing with such situations. Please declare any potential conflicts of interest that may affect your board responsibilities.

For completed application submissions or if you have any questions concerning this application or Board member service, please contact Board Chair, Carla Schoof at [cschoof@smcgov.org](mailto:cschoof@smcgov.org).

Alternately, you can mail your completed application to 4Cs, attention to Carla Schoof Board Chair.



## 4Cs Board of Directors Statement of Agreement

As a board member of the Child Care Coordinating Council of San Mateo County, Inc. (4Cs), I understand that my duties and responsibilities include the following (*please check each box acknowledging your understanding*):

Regularly attend board meetings and important related meetings of the 4Cs Board of Directors which are approximately 2 hours in duration. The board meets at least 10 times per year.

Be accessible for personal contact in between board meetings. Notify the Board Chair if you will miss a board meeting or will not be available for a period of time.

Attend special events sponsored by or related to the 4Cs.

Serve as an active, ongoing member of at least one committee which meets throughout the year.

Present committees include Finance, Audit, Development, and Executive.

Accept assignments that build on the mission, vision and goals and complete them thoroughly and on time; follow through with commitments.

Support and ensure financial resources for 4Cs including making a financial gift of at least \$500 or an amount significant to you per calendar year. Support fund development activities.

Stay informed and act on committee matters, prepare for all meetings, responsibly review and comment on policy formation, and make recommendations, as needed.

Support and evaluate the performance of the Executive Director.

Build a collegial working relationship with other board members; build a competent Board.

Participate in the annual Board self-review process, annual board development and planning retreat.

Ensure legal and ethical integrity.

Assist in developing annual and long range strategic plans; keep up to date on developments on the field. Enhance the organization's public standing.

Protect assets and provide financial oversight by reviewing relevant financial statements.

Refrain from making special requests of the staff.

At the end of your term, the exit transition will include suggesting possible nominees to the Board who can make significant contributions to the goals of 4Cs.

### Board Member Code of Ethics

Listen carefully and respect the opinion of my fellow Board members.

Respect and support the majority decisions of the Board.



Recognize all authority is vested in the full Board only when meeting in legal session.

Actively participate in board meetings and actions.

Bring any issues that could have an adverse effect on 4Cs and the people the organization serves.

Refer complaints to the proper level in the chain of command.

Recognize my role is to ensure 4Cs is well-managed rather than attempt to directly manage the organization myself.

Respect the confidentiality of sensitive information known due to Board service.

Consider myself a trustee of 4Cs and do my best to ensure it is well-maintained, financially secure, growing and always operating in the best interests of our mission and those we serve.

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Board Member Signature

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Date

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Board Chair Signature

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Date