



University at Buffalo  
Child Care Center

## Board of Directors Membership Application

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

Employer: \_\_\_\_\_

Title: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Preferred Email Address(es): \_\_\_\_\_

\*Please indicate primary email for communication. If you have a Gmail include that for document sharing.

University at Buffalo Affiliation:

- ☐ Student
- ☐ Faculty
- ☐ Staff
- ☐ Alumnus
- ☐ None

UB Child Care Center Affiliation:

- ☐ Parent South
- ☐ Parent North
- ☐ Previously had a child enrolled
- ☐ None
- ☐ Other

If you have a UB affiliation, specify department.

\_\_\_\_\_

If you have a current child care center affiliation please specify North or South and classroom(s).

\_\_\_\_\_

How did you hear about the UBCCC Board of Directors?

\_\_\_\_\_

Do you currently have or could you potentially have any conflicts of interest with the center whether financial, relational or otherwise? Please describe.

Have you ever served or are you currently serving on a non-profit board? If so, which ones and in what capacity?

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

What would you like to gain from the experience of serving on the board?

What skills or experience do you have that could contribute to the mission of the Board. Please check all that apply and explain in the space provided.

- |   |   |
|---|---|
| <input type="checkbox"/> Administration or management | <input type="checkbox"/> Personnel or human resources                       |
| <input type="checkbox"/> Finance or Accounting        | <input type="checkbox"/> Marketing, public relations, or communications     |
| <input type="checkbox"/> Childcare administration     | <input type="checkbox"/> Outreach, advocacy, event planning, or development |
| <input type="checkbox"/> Early childhood              | <input type="checkbox"/> Facility Management                                |
| <input type="checkbox"/> Education or instruction     | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Grant writing                |   |
| <input type="checkbox"/> Computer/IT support          |   |
| <input type="checkbox"/> Legal or policy development  |   |

Is there anything else that you would like to share with the steering committee about yourself or your interest in joining the board?

Signature: \_\_\_\_\_

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

**Please submit your resume or CV along with the completed application and signed board policy documents included in this PDF to [ubcccboard@gmail.com](mailto:ubcccboard@gmail.com).**

## Conflict of Interest Policy

*To be signed by all prospective Board members prior to election and annually by all Board members*

**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 or other 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.
  1. Non-financial interests or activities may include personal, professional, or organizational affiliations, that could reasonably be perceived as influencing judgment, decision-making, or actions in the course of fulfilling responsibilities.
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.

Print Name of Board Member/Volunteer:

Signature:

Date:



## Disclosure Statement

*To be signed by all prospective Board members prior to election and annually by all Board members*

Board Members, Officers, and Key Employees must disclose all interests and activities, financial or otherwise, and those interests and activities of Related Parties, which may compromise, potentially compromise, or have the appearance of compromising the objective performance of their professional duties or responsibilities as an employee or representative of the University at Buffalo Child Care Center, Inc (UBCCC).

1. I hereby certify that if any of the following covered individuals or entities has a financial or other conflict of 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.

Print Name of Board Member/Volunteer:

Signature:

Date:

## Whistle Blower Policy

*To be signed by all prospective Board members prior to election and annually by all Board members*

1. It is the policy of University At Buffalo Child Care Center, Inc. ("UBCCC") that no director, officer, employee or volunteer of UBCCC who in good faith reports any action or suspected action taken by or within UBCCC that is illegal, fraudulent or in violation of any adopted policy of UBCCC shall suffer intimidation, harassment, discrimination or other retaliation because of making such report. In the case of employees, these protections also include protection against any adverse employment consequence.
2. A person who believes that any improper conduct as described above has occurred shall report such improper conduct to the President of the Board of Directors of UBCCC. If it is alleged that the President of the Board of Directors of UBCCC had any involvement in such improper conduct, the report shall be made to any member of the Audit Committee of the Board of Directors of UBCCC.
3. The President of the Board of Directors or Audit Committee member to whom such report is made shall conduct a thorough investigation of the reported improper conduct. The identity of the person reporting such improper conduct shall be kept confidential, to the extent possible.
4. Upon completion of the investigation, the Board President or Audit Committee member who conducted the investigation shall make a full report of the results of the investigation to the Audit Committee. In the event that it is determined that improper conduct has occurred, the Audit Committee shall determine the appropriate response to said improper conduct and shall have the authority to implement such response.
5. A copy of this Whistle Blower Policy shall be distributed to all directors, officers, and employees of UBCCC, and to volunteers who provide substantial services to UBCCC.

Print Name of Board Member/Volunteer:

Signature:

Date:

## Confidentiality Policy

*To be signed by all prospective Board members prior to election and annually by all Board members*

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

It is the policy of the University at Buffalo Child Care Center Board of Directors ("The UBCCC Board") that board members of The UBCCC Board will not disclose confidential information belonging to, or obtained through their affiliation with The UBCCC Board to any person, including their relatives, friends, and business and professional associates, unless The UBCCC Board has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Board members and board volunteers are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in documents or on computer screens in plain view.

Upon separation of and/or at the end of a board member's term, he or she shall return all documents, papers, and other materials that may contain confidential information.

Failure to adhere to this policy will result in discipline, up to and including separation of employment or service with The UBCCC Board.

Print Name of Board Member/Volunteer:

Signature:

Date:



## Board Service Commitment Pledge

*To be signed by all prospective Board members prior to election and annually by all Board members*

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.



University at Buffalo  
Child Care Center

10. To agree to serve on at least one committee, 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.

Print Name of Board Member/Volunteer:

Signature:

Date: