



Helping People. Supporting Communities. Changing Lives.

Oswego County Opportunities, Inc. 239 Oneida St. Fulton, NY 13069
dcurrier@oco.org

Application for Board of Directors Membership

(Attached is a brief description of the responsibilities of an OCO Board Member)

Please complete and return to the above address or email BY JANUARY 22, 2021.

Name: _____ Date: _____

Home Address: _____

Phone: _____ Email address: _____

Are you currently employed: YES NO

If Yes, what is the name and address of your current employer?

Name: _____

Address: _____

Please indicate your work status: FT Employed PT Employed Retired

Homemaker Other

Do you prefer to receive mail at: Home Work

Why are you interested in becoming a Board Member for Oswego County Opportunities, Inc.?

Please describe any current or past Board Membership:

It is helpful to know the skills, experience, expertise and knowledge of our Board members. Please select those areas you believe best reflect your skills and knowledge:

- | | | |
|--|---|--|
| <input type="checkbox"/> Non Profit | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Small Business Management |
| <input type="checkbox"/> PR & Marketing | <input type="checkbox"/> Early Childhood Education | <input type="checkbox"/> Health Care |
| <input type="checkbox"/> Financial Planning/Management | <input type="checkbox"/> Legal | <input type="checkbox"/> Mental Health/Substance Abuse |
| <input type="checkbox"/> Organizational Management | <input type="checkbox"/> Secondary/Higher Education | <input type="checkbox"/> Civic Organizations |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Corporate | <input type="checkbox"/> Disabilities |
| <input type="checkbox"/> Other (please specify): | | |

It is helpful to know the connections OCO board members have in the community. These connections may be helpful in advancing the work and mission of the organization. Please identify what access or connection you have that may be a benefit to the OCO BOD and agency:

- | | | |
|--|---|---|
| <input type="checkbox"/> Non Profits | <input type="checkbox"/> Elected Officials | <input type="checkbox"/> Wealthy Individual(s) |
| <input type="checkbox"/> Disabled Community | <input type="checkbox"/> Government Officials | <input type="checkbox"/> Business/Corporations |
| <input type="checkbox"/> Low Income Community | <input type="checkbox"/> Religious Community | <input type="checkbox"/> Membership on Other Boards |
| <input type="checkbox"/> Foundations | <input type="checkbox"/> Civic Groups | |
| <input type="checkbox"/> Other (please specify): | | |
-

OCO is required to have one-third of its Board members be from the low-income sector. Do you consider yourself from the low-income sector? YES NO

The Board meets at 8am on the 2nd Tuesday of the month, except July, August & December. Are you able to regularly attend these scheduled meetings? YES NO

What committee would you be interested in serving on (attached is a brief description of each Committee)?

- Operations Governance Audit & Quality Assurance

If elected to the Board, would you be interested in taking on a Board Leadership Role:

- Within the next year Next 2 Years Next 3-5 Years Not interested in leadership position at this time

Please feel free to add any additional information about yourself that you think would bring value to OCO as a Board Member:

Your application will be reviewed by the Governance Committee of the OCO Board of Directors. After this review, the Governance Committee submits potential applicants to the OCO Board of Directors for election at the Board's annual meeting held in April.

Thank you for your Application and your interest in serving the agency and your community as an OCO Board Member.

Oswego County Opportunities, Inc.

Potential Board Member

CONFLICT OF INTEREST DISCLOSURE STATEMENT

FULL NAME: _____

A conflict of interest occurs when a board member is in a position to influence a decision that may result in a personal gain for that board member or for their relative as a result of business dealings.

Potential OCO Board Members must disclose, as part of the application process, any conflicts of interest that meet the statement criteria in the statement above. It is impossible to list every circumstance giving rise to a possible conflict of interest, the following list provides some examples of activities that *might* cause conflicts and that should be fully reported (please check all that apply to you and/or immediate family member):

Outside Interests

Identify any interests, other than investments, of yourself or your immediate family, that may compromise, or appear to compromise: 1) business judgment; 2) delivery of services; 3) ability for you to exercise independent judgment as a Board member for OCO.

- None
 As described:

Financial Interest

List and describe, with respect to yourself or your immediate family, any financial interest you have that competes against OCO or ownership interest in a competitor.

- None
 As described:

Outside Business Activities

Identify any business activities that yourself/family member are involved with that could result in unusual gain from OCO if you were an OCO BOD member.

- None
 As described:

Other

List any other activities in which you or your immediate family are engaged that may be regarded as constituting a conflict of interest.

- None
- As described:

I hereby certify that neither I, nor any member of my immediate family, have accepted gifts, gratuities, or entertainment that might influence my judgment or actions concerning the business of Oswego County Opportunities, Inc., except as listed below:

- None
- As described:

I understand that, in the event that any business is conducted by the OCO Board of Directors that involves discussion or action in a matter in which I have a conflict of interest, I am required by law to recuse myself and leave the meeting for the duration of said discussion/action item.

- Acknowledged

In the event I am elected to the OCO BOD, I hereby agree to report to the Board any future situation that may result in a conflict of interest.

Name (Printed or typed)

Applicant _____
Title

Signature

Today's Date

OCO BOARD MEMBER JOB RESPONSIBILITIES

The responsibility of an OCO Board member is to advise, govern, oversee policy and direction and assist with the leadership and promotion of OCO, Inc.

General Responsibilities:

- Provide organizational leadership and advisement.
- Assist in carrying out fiduciary responsibilities of the board.
- Provide candid and constructive feedback, advice and comments.
- Annually review the performance of the Board and take steps to improve its performance.
- Employ and monitor the Executive Director in conjunction with other Board members.
- Approve major policies.
- Approve major actions of OCO, Inc., such as capital expenditures and major program and service changes.
- Oversee financial management, including adoption and oversight of annual budgets.
- Participate in fundraising and outreach for the organization.
- Attend and participate in meetings on a regular basis, and special events as able.
- Adhere to attendance requirements of missing no more than 3 consecutive meetings.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by OCO's mission, objectives, and programs.
- Help communicate and promote OCO's mission and programs to the community.
- Contribute to the agency's annual campaign at a level to which they are comfortable.

Expectations:

1. Regularly attend board meetings and important related meetings.
2. Participate in at least one BOD Standing Committee.
3. Volunteer for and willingly accept assignments and complete them thoroughly and on time.
4. Be informed about the organization's mission, services, policies, and programs.
5. Follow conflict of interest and confidentiality policies.
6. Participate in the OCO, Inc. annual signature fund raising event and/or another OCO special activity, commensurate with one's own ability.

OCO BOARD STANDING COMMITTEE DESCRIPTIONS

- Operations:** Responsible for overseeing system operations including: Finance, Operating and Capital Budgeting, Human Resources, Information Services, Investments, Fund Development & Marketing; approving appointments of individuals to positions as required by regulations/funders; and approving grant submittals.
- Governance:** Responsible for making recommendations re: governance structure and practices of the Board, assisting Board to appoint and reappoint directors, formulating Board policies and overseeing governance effectiveness, efficiency, creativity & adaptability.
- Audit & Quality Assurance:** Responsible for overseeing audit activities, regulatory reporting & compliance, independent audit & internal audit function; overseeing performance outcomes, measures & strategic plans. Committee must be comprised of independent Directors of the BOD only.