

*Employing ability.  
Enriching community.*



## **Board of Directors Information Kit**



# Welcome.

Centerforce is a vibrant, nonprofit organization that adds value to our community every day. We specialize in building the capacity of individuals with disabilities as well as our community. We rely on the time and talents of a variety of community members to fulfill our mission.

Centerforce is actively seeking members and leaders from the community to volunteer as a member of our board of directors, which supports Centerforce's mission to empower adults with disabilities, through education, employment and community living, to more fully participate in their communities.

We are recruiting individuals with skills and abilities in business, accounting, resource development and event planning and an interest or experience in nonprofit organizations. Centerforce board members serve as the governing body of the organization to approve policies, procedures and regulations for the operation of Centerforce, monitor finances, program services and organizational performance.

All of these talents assist our organization to grow, prosper and continue to help people with disabilities be productive members of their communities.

Contact us today for more information.

*Our mission is to empower adults with disabilities to engage in their community through advocacy, employment and education.*

Debby L. Graham, M.A.  
Executive Director • (253) 584-1860 • debbyg@centerforce.net

## Board Member Agreement

**Title:** Board member

**Reports to:** Board chairperson

**Purpose:** To serve as a voting member; to approve policies, procedures, and regulations for the operation of Centerforce; to monitor finances of Centerforce, its programs and performance.

**Term:** Three years

### ATTENDANCE

- Regularly attend monthly meetings.
- Participate in standing committee meetings as assigned by the board.
- Attend board retreats, planning days, in-service workshops and other board development activities.
- Attend and participate in special Centerforce events.

### RESPONSIBILITIES

- Promote the general welfare of people with developmental disabilities served by Centerforce.
- Approve agency policies and procedures that will guide Centerforce's operations.
- Set long-range goals.
- Ensure that Centerforce's finances are managed.
- Develop networks for Centerforce with community agencies and businesses.
- Support the agency administrator.

### DUTIES

- Attend monthly meetings and show commitment to board activities.
- Be well-informed on issues and agenda items in advance of meetings.
- Be prepared to participate on ad hoc committees member as appointed.
- Contribute your skills, knowledge and experience when appropriate.
- Listen carefully to others' points of view.
- Financially support the organization.
- Participate in fundraising and solicitation of financial support for the organization.
- Assume leadership roles in all board activities including fundraising.
- Represent Centerforce in public and private industries.
- Educate yourself about the needs of the clients Centerforce serves.

### CODE OF ETHICS

- See attached.

As a Centerforce board member, I agree to carry out the duties of this position and to follow the code of ethics.

Signature

Date



# Board Member Application

**Legal name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
*First MI Last*

**Address:** \_\_\_\_\_  
*Street Address Apartment/Unit#*

\_\_\_\_\_

*City State ZIP Code*

**Email:** \_\_\_\_\_

**Social media:** \_\_\_\_\_  
*(Facebook, Instagram, Twitter)*

**Business:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
*Street Address Apartment/Unit#*

\_\_\_\_\_

*City State ZIP Code*

**Where would you like Centerforce mailings sent?**

Home  Work

Who referred you?

**Have you served, or do you currently serve on any other boards?**

Yes  No

If yes, then describe:

**Why do you want to be a Centerforce Board Member?**

**What skills/areas of expertise can you contribute to this organization?**

**Other community involvements/affiliations:**



# Board of Directors Code of Ethics & Conflict of Interest Declaration

## STATEMENT OF VALUES

The values of the Centerforce Board of Directors are designed to guide the actions of the board and include:

- Commitment to serving individuals with disabilities.
- Responsible stewardship of agency resources.
- Support and promotion of agency core values.
- Embrace the highest professional ethics and values in our marketing and business transactions, contractual relationships and human resources actions.
- Core values of respect, responsibility, fairness, transparency, integrity, honesty and citizenship.

## CODE OF ETHICS

### 1. Personal and Professional Integrity

- All board members will act with honesty, integrity and openness when representing the agency and its affiliates.
- Each member will represent the interests of the agency and the individuals it serves.

### 2. Mission

- Board members will uphold, support and advance the mission of the agency.

### 3. Governance

- The board will be an active volunteer governing body that is responsible for advancing the mission of the agency and overseeing its finances and policy development.
- The board will maintain a membership that has the requisite skills and experience to carry out its duties.
- The board will ensure that the agency conducts all transactions and dealings with respect, responsibility, fairness, integrity and honesty.
- The board will ensure the agency promotes working relationships with employees, funders, business associates and other affiliates based on mutual respect, fairness and openness.
- The board will ensure that agency policies and practices are inclusive, within legal requirements, and are clearly and fairly presented.

### 4. Legal Compliance

- The board will ensure that agency management has knowledge of and complies with all laws and regulations pertaining to its services. This includes the prohibition of waste, fraud, abuse or other wrongdoing.
- The board will retain legal counsel to assist as needed.

### 5. Responsible Stewardship

- The board will ensure funds/expenditures are adequate to provide high quality and effective program services.
- The board will ensure spending practices are fair, reasonable, and appropriate to fulfill the agency mission.
- The board will ensure that all financial, organizational and program reports are complete and accurate.
- The board will ensure that all business and marketing practices engaged in by the agency are conducted fairly, honestly and promote the interests of the mission of the agency. This includes the prohibition of waste, fraud, abuse or other wrongdoings.

### 6. Openness and disclosure

- The board will ensure that the agency provides comprehensive and timely information to entities as required.

### 7. Program evaluation

- The board will regularly review program effectiveness and support changes in activities or services to meet the needs of the individuals served by the agency.

### 8. Conflict of interest

- No member of the Centerforce Board of Directors shall derive any personal profit or gain, directly or indirectly, by reason of his/her participation on the board.
- Each individual shall disclose to the Board of Directors any personal interest which he/she may have in any matter pertaining to the organization and shall refrain from participation in any decision in such matter.
- Any member shall refrain from obtaining any list of Centerforce participants, their families or other board members for personal or private solicitation purposes at any time during his/her term on the board.
- A board member who believes there is a violation of this statement should refer his or her concerns to the board chair who will present it to the Governance Committee for review and legal consideration, if appropriate.