

Board of Directors Nominee & Committee Member ApplicationPlease return this application with a resume/C.V., and all signed materials to
Corey Kehoe, Executive Assistant and Liaison to the Board of Directors via e-mail at ckehoe@ccoregon.org**CHOOSE ONE:** Board Member Application Committee Member Application**Applicant Information**Name: _____
Last First M.I. Preferred Name

Date of Birth: _____ Gender: _____ Secondary Language: _____

Ethnicity: _____ Faith Identity: _____ If Catholic, Parish: _____

Residence Address: _____
Street Address City, State, Zip Code

Phone: _____ Email: _____

Employer

Name: _____

Address: _____

Alternate Phone: _____ Alternate Email: _____

Work Phone: _____ Work Email: _____

Job Title: _____

Type of business or organization: _____

Primary service(s) and area/population served: _____

Assistant's Name (if applicable) _____

Assistant's Contact Information _____

Preferred method of contact Work Alternate

Additional Information

Have you received any awards or honors that you would like to mention? **(Optional)**

Please list boards and committees that you serve on, or have served on **(business civic community, fraternal, political, professional, recreational, religious, or social)**

<i>Organization</i>	<i>Role/Title</i>	<i>Dates of Service</i>

How do you feel Catholic Charities would benefit from your involvement on the Board of Directors and/or Board Committee?

Skills, Experience and Interests (Please check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Administration/Management | <input type="checkbox"/> Marketing, PR |
| <input type="checkbox"/> Entrepreneurship | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> Financial Management | <input type="checkbox"/> Health Care |
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Bank and Trusts | <input type="checkbox"/> Engineering/Architecture/Development |
| <input type="checkbox"/> Investments | <input type="checkbox"/> Housing/Real Estate |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Previous CC Beneficiary |
| <input type="checkbox"/> Government | <input type="checkbox"/> Special Program Focus |
| <input type="checkbox"/> International Affairs | <input type="checkbox"/> IT/Technology |
| <input type="checkbox"/> Law | <input type="checkbox"/> Other: |

Please list any groups, organizations or businesses that you could serve as a liaison to on behalf of Catholic Charities of Oregon.

Please tell us anything else you would like to share (such as personal interests or family).

If submitting this application for Board Membership: In case you are not selected this year for the Board of Directors, would you be interested in being a Committee Board Associate? (Yes / No)

References

Please list three references.

Full Name: _____ Relationship: _____

Email _____ Phone: _____

Full Name: _____ Relationship: _____

Email: _____ Phone: _____

Full Name: _____ Relationship: _____

Email: _____ Phone: _____

Signature

Signature: _____ Date: _____

Thank you for applying.

CCO USE: Date Application Received _____



Board Member Agreement

I understand that as a member of the Board of Directors of Catholic Charities of the Archdiocese of Portland in Oregon, I have a legal and moral responsibility to ensure that Catholic Charities does the best work possible in pursuit of its goals. I believe in the purpose and the mission of Catholic Charities and I will act responsibly and prudently as its steward.

As part of my responsibilities as a Board member:

1. I will interpret Catholic Charities' work and values to the community, represent Catholic Charities and act as a spokesperson.
2. I will arrange my schedule to enable me to attend at least 80% of Board meetings (5 per year, 1 retreat), and attend Committee meetings (each Board member serves on at least one Committee) unless an absence is for a valid reason that is communicated to the Executive Director and Board or Committee Chair, in advance.
3. I will make a personal financial contribution at a level that is meaningful to me.
4. I will actively participate in the activities, fundraising or otherwise.
5. I will act in the best interest of Catholic Charities and excuse myself from discussions and votes where I have a conflict of interest.
6. I will stay informed about Catholic Charities by reading regular reports provided to the Board and request information, as needed. I will participate in and take responsibility for making decisions on issues, policies and other Board matters.
7. I will work in good faith with staff and other board members as partners towards achievement of our goals.
8. If I do not fulfill these commitments to Catholic Charities I will expect the Board Chair to call and discuss my responsibilities with me.

In turn, Catholic Charities will be responsible to me in several ways:

1. I will be sent, without request, timely financial reports and an update of organizational activities.
2. Opportunities will be offered to me to discuss with the Executive Director and/or the Board Chair the programs, goals, and activities of Catholic Charities, and status updates associated with the aforementioned areas. Additionally, I can request such an opportunity.
3. Catholic Charities will help me perform my duties by keeping me informed about issues in the pursuit of its mission and areas in which we are working and by assisting my development as a Board member.
4. Board members and staff will respond in a straightforward manner to questions I have that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to Catholic Charities. Board members and staff will work in good faith with me towards the achievement of our goals.
5. Catholic Charities will carry directors' and officers' liability insurance.

Board Member

Printed Name of Board Member

Signature of Board Member

Date

Catholic Charities-Archdiocese of Portland in Oregon

Natalie Wood
Executive Director

Date



OUR CATHOLIC IDENTITY

Every Catholic Charities program and member agency of Catholic Charities is formed under these basic truths and principles of the Catholic Church:

1. We believe the work of Catholic Charities is founded upon the words of Jesus Christ to “love God with your whole heart, with your whole soul, and with all your mind” and to “love your neighbor as yourself.” (Matthew 22:37)
2. We believe loving and serving our fellow human beings is integral to our love of God. Serving poor and vulnerable people fulfills an essential component of the mission of the Catholic Church in the Archdiocese of Portland in Oregon.
3. We believe that the sanctity of all human life, from the moment of conception through natural death, and the dignity of the human person are the foundation of a moral vision for society. The right to life is fundamental and includes a right to food, clothing, shelter, decent work, medical care and essential social services.
4. We believe every person is created in the image of God. Every person is precious. We are one human family, whatever our national, racial, ethnic, economic or ideological differences.
5. We believe we must serve the whole person, including his or her physical, material, emotional, psychological and spiritual needs. We will encourage those we serve – always in ways respectful of their own religious belief – to draw closer to God and there find strength and consolation.
6. We believe the union of man and woman in marriage is sacred. We believe the family is the primary social institution through which children are conceived, loved, and grow to maturity.
7. We believe giving priority concern to poor and vulnerable people strengthens the health of our whole society. A basic moral test is how the most vulnerable members of our community are faring.
8. We believe in the legitimate and necessary responsibility of civil government to provide for the general welfare of people, as long as it does not compromise the teachings of the Catholic faith.
9. We believe confidentiality must be a living principle within each program and agency and within all matters involving clients, employees, volunteers, and the Board of Directors.
10. We believe the Catholic Identity of the work of Catholic Charities and its agencies and programs is fundamental in relationship to the Church and the Archbishop. We will function faithfully within the mission and structures of the Archdiocese of Portland in Oregon.

I have read and understand this statement. I agree to support these basic truths and principles of the Catholic Church in my role as a member of the Board of Directors of Catholic Charities.

Signed: _____ **Date:** _____

This statement of our Catholic identity contains quotes from the Sacred Scripture, the U.S. Catholic Bishops document, “Sharing Catholic Social Teaching” (2000) and the John M. Lally Lecture on the Catholic Identity of Catholic Charities given by Archbishop Justin Rigali. (November 2001)

CATHOLIC CHARITIES BOARD OF DIRECTORS CONFIDENTIALITY POLICY

Confidentiality and discretion are critical to the effective operation of the Board of Directors of Catholic Charities. As a Board Director, you will be exposed to a variety of confidential information, such as information regarding financial assets, housing portfolios, community relations, donors, personnel matters and other sensitive information that is needed to inform the Board of information about Catholic Charities, as related to Board business.

In addition, in order to promote open and uninhibited discussion of issues, the detail of discussions at meetings of the Board of Directors and its subcommittees, such as who said what on a given issue, should be treated as confidential information. Directors may not disclose, divulge, or make accessible confidential information belonging to or obtained through their affiliation with Catholic Charities to any person outside of Catholic Charities, including relatives, friends, and business and professional associates.

Directors shall use confidential information solely for the purpose of performing responsibilities for Catholic Charities. Directors must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Cell phone conversations, emails, texts and conversations in public places, such as restaurants, elevators, and airplanes, should be limited to matters that do not pertain to information of a confidential nature. In addition, Directors should be sensitive to the risk of inadvertent disclosure and should, for example, refrain from leaving confidential information on desks, in open computer files or otherwise in plain view and refrain from using speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the request of Catholic Charities, all documents, papers, electronic files and other materials that contain confidential information or information derived from confidential information shall be returned to Catholic Charities. At the end of a Board Member's term in office, the outgoing Director shall return to Catholic Charities or, if appropriate, destroy all materials that might contain confidential information. A Board Member may not maintain copies of confidential information without authorization. A Director's obligations under this policy continue *even after the Board Member's term comes to an end*. Of course, this policy is not intended to prevent a Board Member from making any disclosure that is required by law.

If you have any questions regarding your confidentiality obligations, please contact the Chair of the Board of Directors.

BOARD MEMBER ACKNOWLEDGEMENT will be signed annually by each Catholic Charities Board Director:

I understand and accept my obligations under the Board Member Confidentiality Policy.

Board Member Signature: _____

Date: _____

Board Member Printed Name _____