

COSTA MESA COMMUNITY FOUNDATION

APPLICATION

Name: _____

Address: _____

Phone: (Home): _____ (Work): _____

Email address: _____

Referred by: _____

How many years have you lived or worked in the City of Costa Mesa? _____

If elected, are you prepared to make a two (2) year commitment? _____

Please describe your professional and educational background:

What other organizations/committees are you involved with in Orange County?

If elected, how would you like to be involved?

- Fundraising Board Development Public Communications
 Community Programs & Activities Other _____

Indicate any experience, qualifications you possess or resources you have access to, which might benefit the Foundation Board.

Please add anything else you would like us to know about you. A resume may also be attached to this form.

Currently our meetings are held the 4th Tuesday of each month at 4:30 p.m. at City Hall. If this is not a workable day & time for you, what are your preferred meeting times and days?
am/pm/other:

Please list a minimum of three (3) references.

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Signature: _____ Date: _____

Please return application at your earliest convenience to:
The Costa Mesa Community Foundation P.O. Box 10268 Costa Mesa, CA 92627

Costa Mesa Community Foundation

Position Description

Mission Statement:

The Costa Mesa Community Foundation (CMCF) is a non-profit corporation committed to mobilizing resources to enrich our community.

Description:

The Costa Mesa Community Foundation, a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code, was established in 1998. The purpose of the Foundation is to raise money to support and promote community projects within the City of Costa Mesa.

Position Title:

Member, Board of Directors

Responsibilities of the Board of Directors:

- Determine policies and procedures for the conduct of the organization.
- Determine Foundation goals and objectives and monitor their achievement.
- Raise funds necessary to ensure fiscal integrity of the Foundation and to support its community projects.
- Ensure the financial affairs of CMCF are conducted in a responsible manner and audited annually.

Term of Office:

Two (2) years, unless elected to fill an unexpired term, with a maximum three (3) consecutive terms of office.

Responsible To:

President, Board of Directors

Responsibilities of Individual Directors:

- Participate in all Board of Directors meetings and Foundation activities.
- Support the Foundation with an annual personal financial contribution and assist in fundraising activities of CMCF.
- Participate in committee meetings and assume some operational responsibility through committee membership.
- Assist in the recruitment of future Board members.
- Represent CMCF in the broader community.

Additional Commitment:

- There is a minimum \$100 board commitment per fiscal year that is deposited in to the Foundation discretionary account.

Conflict of Interest Policy for the Costa Mesa Community Foundation

The purpose of the following policy and procedures is to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties to the Costa Mesa Community Foundation, or result in personal financial, professional, or political gain on the part of such persons at the expense of the Costa Mesa Community Foundation ("CMCF") or its Members, supporters, and other stakeholders.

Definitions:

- *Conflict of Interest* (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, officers, and board members of the Costa Mesa Community Foundation.
- *Board* means the Board of Directors of CMCF.
- *Officer* means an officer of the Board of Directors of CMCF.
- *Director* means any member of the Board of Directors of CMCF.
- *Volunteer* means a person -- other than a Director -- who does not receive compensation for services and expertise provided to the Costa Mesa Community Foundation and retains a significant independent decision-making authority to commit resources of the organization.
- *Staff Member, for this purpose*, means a person who serves as a liaison to the Costa Mesa Community Foundation.
- The Costa Mesa Community Foundation does not currently have *members*, but in the event of a change, the following would apply: *Member* means a Member of the Costa Mesa Community Foundation which shall be a state association of nonprofit organizations that represent a statewide and multi-sector or sub-sector 501(c)(3) constituency with a diverse range of corporate identities, or a regional association of nonprofit organizations that represent a specific region within a state or multi-state geographic area and a multi-sector or sub-sector constituency with a diverse range of corporate identities.
- *Supporter* means corporations, foundations, individuals, 501 (c) (3) nonprofits, partnerships or proprietorships, and other nonprofit organizations who contribute to the Costa Mesa Community Foundation.

POLICY AND PRACTICES

1. Full disclosure, by notice in writing, shall be made by the parties described below to the full Board of Directors in all conflicts of interest, including but not limited to the following:
 - a. A board member is related to another board member or staff member by blood, marriage or domestic partnership.
 - b. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
 - c. A board member or their organization stands to benefit from a Costa Mesa Community Foundation transaction or staff member of such organization receives payment from the Costa Mesa Community Foundation for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.

- d. A board member's organization receives grant funding from the Costa Mesa Community Foundation.
 - e. A board member or staff member is a member of the governing body of a contributor to the Costa Mesa Community Foundation.
 - f. A volunteer working on behalf of the Costa Mesa Community Foundation who meets any of the situations or criteria listed above.
 - g. In cases where more than one party might have a reporting obligation (such as in 1. a. above), each party shares the same obligation to report and is expected to report individually.
2. Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Directors shall determine whether a conflict of interest exists and, if so the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect the Costa Mesa Community Foundation's best interests. Both votes shall be by a majority vote without counting the vote of any interested director or board member, even if the disinterested directors are less than a quorum provided that at least one consenting director is disinterested.
 3. A Board member or Committee member who is formally considering employment with the Costa Mesa Community Foundation must take a temporary leave of absence until the position is filled. Such a leave will be taken within the Board member's elected term which will not be extended because of the leave. A Board member or Committee member who is formally considering employment with the Costa Mesa Community Foundation must submit a written request for a temporary leave of absence to the Secretary of the Costa Mesa Community Foundation Board, c/o the Costa Mesa Community Foundation's office, indicating the time period of the leave. The Secretary of the Costa Mesa Community Foundation will inform the Chair of the Board of such a request. The Chair will bring the request to the Board for action. The request and any action taken shall be reflected in the official minutes of the Costa Mesa Community Foundation.
 4. An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Board of Directors, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.
 5. Anyone in a position to make decisions about spending the Costa Mesa Community Foundation's resources (i.e., transactions such as purchases contracts) who also stands to benefit from that decision has a duty to disclose that conflict as soon as it arises (or becomes apparent). He or she must not participate in any final decisions.
 6. A copy of this policy shall be given to all Board members, staff members, volunteers or other key stakeholders upon commencement of such person's relationship with the Costa Mesa Community Foundation or at the official adoption of stated policy. Each board member, officer, staff member, and volunteer shall sign and date the policy at the beginning of her/his term of service and each year thereafter. Failure to sign does not nullify the policy.
 7. This policy and disclosure form must be filed annually by all specified parties.

The Costa Mesa Community Foundation's

Board of Directors Conflict of Interest Disclosure Form

This form must be filed annually by all specified parties, as identified in the Costa Mesa Community Foundation Conflict of Interest Policy Statement (ratified by the Costa Mesa Community Foundation's Board of Directors on ____ {Date of ratification})

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify):

The undersigned, by their affixed signature, notes their having read and understood the implications of the Conflict of Interest Policy for the Costa Mesa Community Foundation.

Signature

Printed Name

Date

This form is based on a form provided by the National Council of Nonprofit Associations.