



Child Care Coordinating Council

of San Mateo County

Board of Directors Statement of Agreement

As a board member of the Child Care Coordinating Council of San Mateo County, Inc. (4Cs), I understand that my duties and responsibilities include the following:

-please check each box acknowledging your understanding-

- ☐ Regularly attend board meetings and important related meetings of the 4Cs Board of Directors, which are each approximately 2 hours in duration. The board meets at least 10 times per year.
- ☐ Be accessible for personal contact in between board meetings. Notify the Board Chair if you will miss a board meeting or will not be available for a period of time.
- ☐ Attend special events sponsored by, or related to, the 4Cs and/or its mission.
- ☐ Serve as an active, ongoing member of at least one committee. This requires a number of meetings per year plus individual committee task completion time. Presently committees include Finance, Audit, HR, Development, and Executive.
- ☐ Volunteer for and willingly accept assignments and complete them thoroughly and on time. Follow through with commitments.
- ☐ Commit time to developing financial resources for 4Cs. This includes making a financial gift of \$500 or an amount significant to you, per calendar year, either personally or through solicitation of gifts, as well as supporting other fund development activities of the 4Cs in a manner appropriate for board directors.
- ☐ Stay informed about committee matters, prepare for all meetings and review and comment on minutes, recommendations and reports.
- ☐ Responsibly review and act upon committee recommendations brought to the BoD for action.
- ☐ Prepare in advance for decision-making and policy formation at board meetings; take responsibility for self-education on the major issues before the board.
- ☐ Support and evaluate the performance of the Executive Director.
- ☐ Build a collegial working relationship with other board members.
- ☐ Participate in the annual BoD self-review process.
- ☐ Participate in the annual board development and planning retreat.
- ☐ Assist in developing both annual and long range strategic plans.
- ☐ Use personal and professional skills, relationships and knowledge for the advancement of 4Cs.
- ☐ Keep up-to-date on developments in the field.
- ☐ Assist the board in carrying out its fiduciary responsibilities, such as reviewing and monitoring the financial status of the Agency, including monthly and quarterly review of relevant financial statements and an annual review of income, expenses, and assets.
- ☐ Follow conflict of interest, whistle blower, and confidentiality policies.
- ☐ Refrain from making special requests of the staff.

☐ At the end of your term the exit transition will include suggesting possible nominees to the board who can make significant contributions to the work of the board and the Agency.

Board Member Code of Ethics

As a board member, I will:

- ☐ Listen carefully and respect the opinion of my fellow board members.
- ☐ Respect and support the majority decisions of the board.
- ☐ Recognize all authority is vested in the full board only when it meets in legal session.
- ☐ Keep well-informed of developments related to issues which may come before the board.
- ☐ Participate actively in board meetings and actions.
- ☐ Bring to the attention of the board any issues I believe will have an adverse effect on the 4Cs or those we serve.
- ☐ Refer complaints to the proper level in the chain of command.
- ☐ Recognize my job is to ensure that 4Cs is well-managed, rather than attempt to directly manage the organization myself.
- ☐ Consider myself a trustee of 4Cs and do my best to ensure it is well-maintained, financially secure, growing and always operating in the best interests of our mission and those we serve.
- ☐ Respect the confidentiality of sensitive information known due to board service.

Board Member Signature

Date

Chair of the Board Signature

Date

4Cs (Child Care Coordinating Council)
Sobrato Nonprofit Center - Redwood Shores
330 Twin Dolphin Drive, Suite 119 | Redwood City, CA 94065
www.sanmateo4cs.org | (650) 517-1400 main | (650) 596-5103 fax



Child Care Coordinating Council

of San Mateo County

Membership Application

Name: _____

Professional Affiliation/Title: _____

Mailing Address: _____

City/State/Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Fax: _____

Email: _____

Website(s)/Link: _____

How did you hear about 4Cs?

Why are you interested in 4Cs BoD service at this time? What is it about 4Cs that you are drawn to? Provide a summary of the professional and/or personal qualifications, knowledge and experience you have that are of most relevance to 4Cs and your prospective role as a board member. Indicate the degree to which you have senior management and executive level experience.

List past and current involvement with professional organizations, trade associations, volunteer, civic organizations, community groups and not-for-profit governance. Please include any leadership roles that you held.

Fundraising is an extremely relevant aspect of board member activity. It may take many forms, including but not limited to: soliciting for direct sponsorships; helping to secure funding; opening doors to corporate, governmental and charitable sources; recruiting important new members; and providing in-kind support. Please describe your experience with and ability to participate in resource development.

Are you able and committed to attend at least three quarters of the regularly scheduled monthly board meetings each year?

The board's conflict of interest policy is summarized in the 4Cs By-Laws. As the full statement indicates, conflicts are not inherently improper but board members must be conscious of such conflicts and act with candor and care in dealing with such situations. Please declare any potential conflicts of interest that may affect your board responsibilities.

If you have questions concerning this application or board member service, please contact, Carla Schoof, [cschoof@smcgov.org] or Sher Amos-Grosser [samosg@gmail.com]

Submissions:

Email completed Agreement and Application to Carla Schoof cschoof@smcgov.org
"4Cs Board Member Application" in the subject line.

Or mail completed application to;
Carla Schoof, c/o 4Cs (Child Care Coordinating Council)
Sobrato Nonprofit Center - Redwood Shores
330 Twin Dolphin Drive, Suite 119
Redwood City, CA 94065