

Cape Charles Community Enhancement Board Application

For Town Use Only
Date Received:
Date Interviewed:
Date Appointed:

Please type or print in pen clearly:

Name:

Last	First	M.I.
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Home Street and Mailing Address:

Business Address (if reside outside of Cape Charles):

Phone (day): _____ Phone (evening): _____ Email: _____

Below, please provide a description of how your knowledge, skills and abilities will be of benefit to the Cape Charles Community Enhancement Board. Additionally, please rank your interest in each point (1 = highest to 4 = less interest):

Economic Vitality: _____ Rank: _____

Design: _____ Rank: _____

Organization: _____ Rank: _____

Promotion: _____ Rank: _____

Please provide the following information:

Education / Qualifications / Job Experience(s): (Use separate sheet or attach resume if necessary)

Past and present involvement with other Cape Charles Town Boards or Commission: (Use separate sheet if necessary)

Past and present involvement with other organizations (professional, social, religious, etc.):

Other:

NOTE: In order to be considered to serve on a Town Board, the applicant must be current on all taxes and in compliance with all Town codes and ordinances.

I hereby certify that the above information is correct to the best of my knowledge.

Signature

Date

**Please complete the application and return to: Libby Hume, Town Clerk
2 Plum Street
Cape Charles, VA 23310**

Cape Charles Community Enhancement Program

Application for Service – Board of Directors

We are pleased to learn of your interest in serving on the Cape Charles Community Enhancement Board of Directors. The Community Enhancement Board is a hands-on, working board that requires serious commitment to achieve our vision.

Qualifications: A wide range of experience and expertise and a reflection of the various segments, needs, and opportunities existing in the service area are necessary. Directors are chosen for their knowledge of the area, their interest in the Community Enhancement Program and their involvement in community activities. The Town Council will consider the following factors: geographical representation, demographic representation, areas of expertise, connections to the community, and commitment to public service.

General Responsibility: The Board's responsibility is to define, clearly state, and review the Community Enhancement Program's mission, policies and operations.

Board Structure and Operations:

- A. The Board will meet on a regular basis.
- B. Each Director is expected to volunteer for at least one sub-committee which will meet at the discretion of the committee chairmen.
- C. Sub-committee recommendations are reviewed, and acted upon, by the Board.
- D. The Board consists of nine (9) members.
- E. Director terms are for four (4) years.* Terms end on June 30.

Specific Responsibilities of the Board as a Whole:

- A. Determine the Board's mission and purpose.
- B. Annual election of officers of the Board (Chairperson, Vice-Chair, and Secretary).
- C. Ensure effective organizational planning.
- D. Prepare annual budget request for consideration by the Town Council.
- E. Ensure effective management of resources.
- F. Determine and monitor the program and services.
- G. Assist in the development of new funds, recruitment of volunteers and general marketing of the program.
- H. Approve distributions.
- I. Assess needs of the community, and where appropriate, initiate programs to serve those needs.
- J. Enhance the town's public image.
- K. Assess overall Committee performance.

Responsibilities of Each Director: The importance of service on the board of directors cannot be overemphasized. Board members must protect the public interest as well as the interest of the organization, and are called upon to diligently perform their legal duties:

- A. **Duty of Care:** Directors and officers must perform their responsibilities in good faith and with the same care ordinary persons would use in managing their own affairs. Directors and officers must remain active and informed. Their actions must conform to appropriate standards of business conduct.
- B. **Duty of Loyalty:** Directors and officers must act in good faith and in a manner that does not harm the organization to the benefit of any director or officer. Directors and officers must avoid any conflicts of interest or appearances of impropriety.

- C. **Confidentiality:** Directors should not disclose any sensitive information about the organization's activities unless the board decides to make the information public or the information is a matter of public record.
- D. Attend Board meetings after carefully reading agenda materials.
- E. Participate in appropriate Board training programs and other continuing education opportunities.
- F. Participate in events and activities.
- G. Serve on at least one sub-committee.
- H. Help with fundraising by assisting with contacts of individual donors, businesses, civic groups, and other nonprofits and by being active in the resource development of the Board.
- I. Avoid potential personal/professional conflicts of interest.

Orientation: Orientation will include a discussion of the mission, organization and role of the Board, and current policies and practices.**

Because there are a limited number of board positions to fill, it is possible that your application may not be approved at this time. Should this occur, we hope that you will see this as an opportunity to participate in the work of the Community Enhancement Program in other ways such as volunteering or heading a committee.

If selected, you will be challenged by the responsibilities you will assume and you will be rewarded with the satisfaction of being part of something important to this community.

Please take a moment to complete the attached application form and return it to the town clerk's office. Staff will forward your application to the Town Council where it will receive serious consideration. The selection/interview process will take a few weeks, culminating in a Council vote at the next regularly scheduled meeting. You will be notified promptly of the Council's decision.

By completing and returning this application for board service, you indicate that upon appointment you will:

1. Assume responsibility for the Community Enhancement Program's policies, activities and finances;
2. Agree to abide by the board duties as outlined above;
3. Regularly attend board meetings and any training events; attend events such as fundraisers, press conferences, social gatherings, etc.
4. Serve on a Community Enhancement committee.
5. Serve as an advocate for the Community Enhancement Program within the community.

* The initial Board of Director terms will be staggered from one to four years.

** The initial Board of Directors will be tasked with developing the Community Enhancement Program's mission, policies, and practices.