

Application for Young Women's Advisory Council

eliminating racism
empowering women
ywca

INSTRUCTIONS : We appreciate your interest in our organization . We consider applicants for all positions without regard to race, color, creed, age, religion , sex, sexual orientation, disability, marital status, national origin, U.S. military service or arrest/conviction record.

Date of application _____-_____-_____

Name (last) _____ (first) _____ (middle) _____

Street Address _____

City _____ State _____ Zip _____

Phone number _____

Names of friends or relatives employed in this organization. _____

How did you learn about us? _____

*Please attach your current resume**

References

1. _____
2. _____
3. _____

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I understand this application is not to be construed as a guarantee of membership. I further understand that, should I become a member, my time with the organization does not constitute any form of contract, implied or expressed, and such membership may be terminated at will either by myself or by this organization upon notice of one party to the other.

I authorize investigation of all statements contained in this application as may be necessary in arriving at a membership decision. You may use this authority to check references with former employers I have listed, unless otherwise indicated, as well as the personal references listed.

Signature of Applicant

Date

Please submit application with attached resume to:

The YWCA of the Niagara Frontier

32 Cottage St.

Lockport, NY 14094

Attn: Jean Mullett-

Hosey

Jmullett-

Hosey@ywcanf.org

Office # (716) 433-6714

Fax # (716) 433-1929

CONFLICT OF INTEREST POLICY

Article I

The YWCA of the Niagara Frontier (YWCA) has developed this Conflict of Interest Policy to ensure that all its directors, officers and key employees continue to act in compliance with applicable laws and to deal with all persons business with the YWCA. This Conflict of Interest Policy is a guideline to protect the YWCA's interests when it is contemplating entering into a transaction or agreement that might benefit the private interest of a director, officer, or key employee of the organization. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest and permissible activities of nonprofit and charitable corporations.

Article II

Definitions

- i. Interested Person-Any director, officer, or key employee who has direct or indirect financial interest, as described below, is an "interested person."
2. Financial Interest- A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
 - a. An ownership or investment interest in any entity with which the YWCA has a transaction or arrangement, or
 - b. A compensation arrangement with the YWCA or with any entity or individual with which the organization has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation agreement with, or any entity or individual with which the YWCA is negotiating a transaction or arrangement, or
 - d. Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

Article III

Procedures

- L Duty to Disclose
 - a. Each Director, Officer and Key Employee, shall disclose all businesses or other organizations of which s/he is an officer, member, owner, employee, or for which s/he acts as an agent where an anticipated conflict with routine YWCA business may occur. All such disclosures shall be made in the form of a written list presented to the Co-Presidents of the Board or CEO as requested initially and as circumstances change throughout the interested parties' term on the Board or employment with the YWCA. The document will be given to all new Interested Persons at the time they become a

Director, Officer or Key Employee of the YWCA. It will also be distributed to all Interested Persons on an annual basis.

- b. All interested persons are obligated to disclose in a timely manner, any situation in which:
 - i. An interested person is related by birth, marriage or a legal association to another interested person;
 - ii. An interested person is related by birth, marriage or a legal association to an employee;
 - m. An interested person receives payment directly, or indirectly, from the YWCA or any contracted or sub-contracted goods and/or services.
2. Determining Whether a Conflict of Interest Exists
 - a. The YWCA's CEO and/or one of the Co-Presidents shall review the list described in section i.a. to determine whether present and future relationships or transactions with the YWCA could create a conflict of interest for that person.
 - b. In relation to each transaction or arrangement where a conflict of interest might exist, after disclosure of the financial interest, the interested person shall leave the board or committee meeting while the financial interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists. Between board meetings and when action must be taken, the finance committee will determine when and if a conflict exists.
 3. Procedures for Addressing the Conflict of Interest
 - a. One of the Co-Presidents of the Board shall, if appropriate, appoint a disinterested person or committee to investigate an alternative to the Interested Person's proposed transaction or arrangement.
 - b. After exercising due diligence, the Board or committee or CEO shall determine whether the organization can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
 - c. If a more advantageous transaction or arrangement is not reasonably attainable under circumstance that would not give rise to a conflict of interest, the Board or committee shall determine by a majority vote of the disinterested Directors whether the transaction or arrangement is in the best interest and for its own benefit and whether the transaction is fair and reasonable to the YWCA and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.
 4. Violations of the Conflicts of Interest Policy
 - a. If the Board, Committee, One of the Co-Presidents or CEO, respectively, has reasonable cause to believe that an interested person has failed to disclose actual or possible conflicts of interest. It/s/he shall inform the person of the basis for such belief, in writing, and shall afford that person an opportunity to explain the alleged failure to disclose.

- b. If, after hearing the response of the interested party and making such further investigation as may be warranted in the circumstances, the Board or Committee or one of the Co-Presidents or CEO determines that the interested person has in fact failed to disclose an actual or possible conflict of interest, it/ s/he shall take appropriate disciplinary and corrective action which can include dismissal with cause, suspension, or other such remedies as shall be determined by one of the Co-Presidents or the CEO.
 - c. In any events, the interested person shall have thirty (30) days to take such action as necessary to cure the actual or possible conflict of interest.
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CONFLICT OF INTEREST

Disclosure and Signature

- o No conflict of interest exists.
- o Identify and describe each situation which represents or could be perceived as a potential or actual conflict of interest.

Certify, by signature below, that the statement above is true and complete or that NO CONFLICT OF INTEREST EXISTS.

Name (print)

Signature

Association

Date

Return the completed form to the YWCA of the Niagara Frontier or via ground mail to the YWCA of the Niagara Frontier, 32 Cottage Street, Lockport, NY 14094

SECURITY AND CONFIDENTIALITY AGREEMENT

I, _____, understand that the operations, activities, and affairs of the YWCA of the Niagara Frontier and their clients, are to be kept confidential. If during my tenure on the Board of Directors, I acquire confidential or proprietary information about the YWCA of the Niagara Frontier, its staff and its clients, such information is to be kept in the strictest confidence and not to be discussed with outsiders. I understand that I am responsible for the internal security of such information, and that I should discuss confidential information with other board members only when a business need or a need to know exists.

Signature of Board Member

Date