



## Central Board Member Fact Sheet

### Personal Data:

None of my personal information has changed for 2023.

Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home E-mail Address: \_\_\_\_\_ Birth Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Month Day Year

College: \_\_\_\_\_ Religious Affiliation: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

### Professional Data:

None of my professional information has changed for 2023.

Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Company: \_\_\_\_\_

President's Name: \_\_\_\_\_

Secretary / Assistant's Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office E-mail Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

I would like Boys & Girls Club correspondence to be mailed to: {circle one} Home Work



## Central Board Member Commitment

As a member of the Board of Directors of the Boys & Girls Clubs of Greater Memphis (BGCM), I agree to do the following during my term:

- My primary responsibilities are financially supporting the mission and promoting BGCM.
- Complete the required Background Check annually.
- Consider a monthly sponsorship of a child to the Club. (Monthly sponsorship contributions and any matching funds will be counted toward your give-or-get.)

Raise and/or contribute a minimum of \$10,000 per year while serving on a Central Board. If you do not raise or contribute a minimum of \$10,000, you will be invoiced in January the following year for the difference. The agreed value of in-kind contributions shall count toward the minimum obligation.

- Actively participate on at least one Committee.
- Recruit at least one new Board member, annually.
- Volunteer and attend BGCM annual fundraisers.
- Participate in at least one interactive opportunity per year with our boys and girls.

I have read and understood my responsibilities as a member of the Central Board for the Boys & Girls Clubs of Greater Memphis.

---

Signature

---

Date

---

(Please Print Name)



## **Conflict of Interest Statement for Members of the Board of Directors, Officers, and Staff Members of Boys & Girls Clubs of Greater Memphis**

**A conflict of interest may exist when the interests or activities of any Director, officer, or staff member may be seen as competing with the interest or activities of Boys & Girls Clubs of Greater Memphis or a Director, officer, or staff member derives a financial other material gains as a result of a direct or indirect relationship. It is the policy of Boys & Girls Clubs of Greater Memphis that all potential conflicts of interest be disclosed fully and immediately to the Board of Directors of Boys & Girls Clubs of Greater Memphis for appropriate consideration and action. A copy of the Conflict of Interest Policy of Boys & Girls Clubs of Greater Memphis is attached.**

I, the undersigned, being a Board Director, officer or staff member of Boys & Girls Clubs of Greater Memphis or a Director of one or more of the individual Club Boards, hereby state that to the best of my knowledge except as noted below:

1. I am not an officer, director, trustee, employee, partner, proprietor, or owner of 10% or more of any corporation, partnership, or association that transacts business with Boys & Girls Clubs of Greater Memphis.
2. I, as an individual, do not transact any business, directly or indirectly, with Boys & Girls Clubs of Greater Memphis.
3. No member of my family (spouse, parents, siblings, children, and any other living in the same household) is in the employ of Boys & Girls Clubs of Greater Memphis or would come within the meaning of No 1. or No. 2 above.
4. List below any exceptions to the above statements:

---

---

---

I agree that if any situations arise, of which I am aware, that in any way contradict the above statement, I will immediately notify the Board of Directors of Boys & Girls Clubs of Greater Memphis of any conflict, real or potential, and make full disclosure thereof. I have read the attached Conflict of Interest Policy. I agree to answer any questions the Board may have with respect to any actual or potential conflict of interest, but I understand that all such information will be held in confidence by the members of the Board unless the best interests of Boys & Girls Clubs of Greater Memphis dictate otherwise and a majority of the members of the Board of Directors votes in favor of further disclosure.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature



## Conflict Of Interest Policy

### Conflict of Interest

Section 1. A conflict of interest may exist when the interest or activities of any Director, officer, or staff member may be seen as competing with the interest or activities of Boys & Girls Clubs of Greater Memphis (the "Corporation"), or a Director, officer, or staff member derives a financial or other material gain as a result of a direct or indirect relationship. For purposes of this policy, the term Director shall include Director of the Board and the individual Club Boards.

### Disclosure Required

Section 2. Any possible conflict of interest shall be disclosed to the Board of Directors (the "Board") by the person concerned if that person is a Director or the President of the Corporation, or the President or to such person or persons as he or she may designate if the person is a member of the staff.

### Abstinance from Vote

Section 3. When any conflict of interest is relevant to a matter requiring action by the Board, the interested person shall call it to the attention of the Board or its appropriate committee and such person shall not vote on the matter; provided however, any Director disclosing a possible conflict of interest may be counted in determining the presence of a quorum at a meeting of the Board or a committee thereof. Any committee which votes upon a matter wherein a conflict of interest exists or may exist must consist entirely of members of the Board.

### Absence from Discussion

Section 4. Unless requested to remain present during the meeting, the person having the conflict shall retire from the room in which the Board or its committee is meeting and shall not participate in the final deliberation or decision regarding the matter under consideration. However, that person shall provide the Board or committee with any and all relevant information.

Section 5. The minutes of the meeting of the Board or committee shall reflect that the conflict of interest was disclosed and that the interested person was not present during the final discussion or vote and did not vote. When there is doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the Board or its committee, excluding the person concerning whose situation the doubt has arisen.

### Conflict of Interest Statement

Section 6. A copy of this conflict of interest policy shall be furnished to each Director, officer, and senior staff member who is presently serving the Corporation, or who may hereafter become associated with the Corporation, and **each such person shall complete and execute a Conflict of Interest Statement which discloses any potential conflict of interest and contains such person's commitment to disclose any potential situations in the future which may present a conflict of interest.** Any new Directors, officers, or staff members shall be advised of this policy upon undertaking the duties of such office, **shall be furnished with a copy of this conflict of interest policy, and shall complete and execute such Conflict of Interest Statement.**



## Board Committees

As part of your 2023 Board Member Commitment, we request your participation in **at least one** of our Boys & Girls Clubs of Greater Memphis Committees. Each Board Member is required to also actively participate on at least one Event Fundraising Committee. Please review the committee descriptions below and put a checkmark next to the ones that you wish to participate with. You are welcome to participate in more than one committee.

### Resource Development Committee

The Resource Development Committee develops the plan for, coordinates, and participates in the raising of funds and resources from the general public by means of special events, fundraising drives, the annual campaign, and marketing endeavors.

The Resource Development Committee's main focus will be on the planning and execution of the Annual Campaign. The Committee's efforts will include securing funds from individuals, corporations, and foundations whenever possible in support of BGCM programs and services.

The Fundraising Committees are responsible for overseeing the success of the various special events/fundraisers held throughout the year and as such, each Committee Chair of the Special Events will sit on the Resource Development Committee.

**Event Planning Committees:** for a full description of each event visit <http://www.bqcm.org/events/>

- Steak N' Burger** – Help secure event sponsorships, program advertisements, and individual ticket sales. Assist with the planning and execution of the event to ensure an enjoyable evening for Club kids and guests.
- BGCM Golf Classic** – Assist in securing event sponsorships, foursome golf teams, hole sponsorships, individual players, in-kind gifts, tournament prizes and execute event activities.
- Tennis Invitational** – Assist with the planning and execution of events at Tournament locations and after-party. Help secure auction items, in-kind donations, event sponsorships, and player entries.
- Toy Drive** – Assist the Development Team in renewing current event sponsors, identifying and soliciting new potential sponsors, as well as soliciting in-kind gifts.

*Note: SnB, Golf, and Tennis Committees meet routinely on a weekly basis leading up to the event date in addition to email communications. Attendance at all meetings is not mandatory. Toy Drive meets less frequently.*



## Board Committees Cont'd

### **Board Development & Governance Committee**

The Board Development & Governance Committee reviews all nominations for Board membership. In conjunction with other committees (i.e. Fundraising Committee, Club Executive Board, Finance Committee, Outreach Committee), this Committee keeps track of board meeting attendance, "Give-or-Get" campaign donations, and volunteer hours. It also recognizes when a Board member has been absent from three (3) consecutive board meetings and contacts that member.

### **Safety Committee**

The Safety Committee assists the VP of Club Operations and Club Directors by ensuring that the Club facilities are daily a safe place for our members. They will be responsible for such items as reviewing overall safety policies and procedures, inspecting Club operations for unsafe practices or activities, developing safety training curriculums, reviewing accident & incident reports, ensuring compliance with governing safety regulations, coordinating with local safety, emergency, and rescue agencies, and developing recommendations, goals, and timetables for board review. Additional responsibilities of property safety include condition of buildings & grounds, documenting property's condition, complying with local building codes, and developing written recommendations, budgets, and timetables for board review.

### **Planned Giving Committee**

The Planned Giving Committee participates and provides volunteer leadership and support for the planned giving program. The committee's main goal is to assist with the development and implementation of the PG program. The committee will work closely with the Development Team to provide insight into the structure, process, and continuous growth designed to enhance the development of the BGCM Planned Giving Program.

### **Finance Committee**

The Board Treasurer is an automatic member of this Committee and is customarily the Chairperson. The Finance Committee reports and makes recommendations to the Board of Directors concerning all financial affairs of the organization. The Committee works with the VP of Club Operations and Club Directors in preparing the annual budget, ensuring there are adequate resources to meet the needs of the organization, and presents it to the Board of Directors for approval.

The Financial Committee, in cooperation with the Club Board Treasurer, VP of Club Operations, and Club Director monitors the financial standing of the Club throughout the year and may make periodic budget adjustments as needed.



## Board Member Commitment Plan

### Fundraising

Includes both "Giving" and "Getting" financial resources for the organization. This role is fulfilled by contributing to the annual fund drive, supporting fundraising events, and by actively engaging in identification, cultivation, and stewardship of donors.

### Annual Campaign

Members are expected to make a personal, monetary gift to the Annual Campaign. It is suggested that the gift be significant in your personal philanthropic efforts.

Anticipated yearly pledged amount: \$ \_\_\_\_\_

### Events

Members are expected to actively support events by sponsoring table/foursome or ticket sales and helping acquire auction items/prizes or sponsors.

Pledged participation with the following event areas:

- I plan to buy a Steak n' Burger table or have my company sponsor a table.
- I plan to buy tickets to Steak n' Burger
- I (or my company) plan to sponsor or play in the Coach Cochran Golf Classic.
- I (or my company) plan to sponsor or play in the Tennis Invitational.
- I plan to donate or solicit auction items for the Tennis Invitational.
- I (or my company) plan to sponsor the annual Toy Drive.

### Company Matching

Many companies match gifts given by employees.

- I plan to seek (or continue) a matching gift from my company.



## Board Member Commitment Plan Cont'd

### Volunteer

Members are expected to volunteer at a Club at least one time each year to gain a better understanding of our mission. Please select which volunteer opportunity appeals to you most.

Select at least one:

- Power Hour/Tutoring
- Guest Speaker or arrange a Guest Speaker
- Club Events
- Mentor
- Outside Club Maintenance
- Inside Club Maintenance
- Volunteer During a Fundraising Event
- Arrange for Your Company to do a Group Activity at a Club

\* \* Any in-Club event/volunteering/service project will be approved/denied by the BGCM President & CEO, according to safety protocols, and pandemic levels at the time of the event.

### Stewardship

Acquiring resources for the organization is really about relationship building. Board members can support fundraising efforts through Stewardship and Cultivation of current donors and new prospects.

Select one or more:

- Make "thank you" calls to donors?
- Write "thank you" cards to donors?
- Record support videos for use on social media and solicitation emails?
- Add personal notes to donation request letters?
- Make a stewardship visit to a donor with staff?

### Cultivation:

- Invite your contacts to fundraising events?
- Tour one of the BGCM Clubs with a prospective donor?
- Invite a prospect to volunteer at a Club with you?
- Host a house party to introduce people to BGCM?
- Ask a company with whom you do business to sponsor an event?





## A Matter of Trust:

### The Code of Ethics Disclosure Statement

I acknowledge that I have received and read my personal copy of Boys & Girls Clubs of Greater Memphis's Code of Ethics. I understand that each Board Member is responsible for adhering to the principles of the Code of Ethics and I confirm that I will conduct myself in accordance with the principles of the Code of Ethics.

Please Check One:

- I am in compliance with the Code of Ethics Policy.
- I am **NOT** in compliance with the Code of Ethics Policy.

I may **NOT** be in compliance with such policy, due to:

---

---

---

---

---

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please sign and date this certificate and return to the VP of Development or CEO.

### Ethics Officers' Review and Comments

In order to be in compliance **(Ethics Officer Only)**:

---

---

---

---

Ethics Officer's Signature \_\_\_\_\_ Date \_\_\_\_\_



## BOARD MEMBER CODE OF ETHICS

The purpose of the “Board Member Code of Ethics” is to help ensure that all Board Members of Boys & Girls Clubs of Greater Memphis (BGCM) adhere to and promote proper ethical standards, abide by the law, and preserve the organization’s integrity, reputation, professional and business relationships.

Recognizing it is not possible to address all ways in which ethical issues may arise, the following principles are intended as a guide in making sound judgments and decisions on behalf of BGCM and its mission.

### Pledge of Personal and Professional Conduct

- **Integrity** – I will demonstrate the highest standards of individual conduct, personal accountability, trustworthiness, fair dealings, considerations of the rights of others, and the highest principles of good business relationships.
- **Excellence** – I will strive to meet the highest standards of performance, quality, service and achievement.
- **Honesty** – I will communicate directly, respectfully, honestly and openly, and avoid misrepresentation, including misrepresentation through omission.
- **Diversity** – I will support and value diversity, promoting an environment that embraces the similarities and differences that all people bring to the organization.
- **Respect** – I will respect and act fairly toward all those with whom I come into contact and refuse to engage in or tolerate any form of discrimination or harassment.
- **Responsibility** – I will take responsibility for my actions and decisions, and remain a careful steward of BGCM funds and resources. I understand that as a Board Member, I have a financial responsibility to BGCM as well.
- **Compliance** – I will comply with the BGCM Code of Ethics and all laws and regulations affecting BGCM.



## Professional Practices

As a volunteer leader of Boys & Girls Clubs of Greater Memphis, the Board of Directors should model the highest standards of ethics and individual conduct. While the “Pledge” outlines general principles guiding our ethical conduct, the following points illustrate important applications that are relevant to the work of BGCM Board Members. The points below are not intended to be all-inclusive. Board Members are encouraged to utilize their own good judgment in maintaining the highest standards of ethics.

### Governance:

- I will commit myself to faithfully carrying out my duties and advancing the mission of BGCM
- I will work cooperatively with others, determined to be a cohesive and integrated member of the team working towards a common purpose and celebrating a shared set of principles.
- I will encourage the full and open discussion of issues entrusted to me and will ensure that others have a genuine opportunity to be heard.
- I will fairly and frankly state my opinions on matters and carry out final decisions of the Board, even if I originally disagreed.
- I will reveal any perceived, potential or actual conflicts of interest to either the Board Chair or the Chair of the Board Governance Committee and will withdraw from the meeting room during any discussion, review, and voting in conjunction with such matter.

### Assets, Financial Reporting, and Transactions:

- I will do my part in ensuring that BGCM complies with prescribed accounting policies and procedures at all times.
- I will do my part in ensuring that organizational assets and transactions are handled with the strictest integrity and that each transaction is executed in accordance with applicable procedures, authorization, and documentation.
- I will not use, directly or indirectly, the organizational name or logo, organizational funds, property, computer connectivity, equipment, assets, copyrighted material, or other organizational resources for any unethical or unlawful purpose.

### Fundraising:

- I will enthusiastically promote genuine voluntary giving and prevent or inhibit any solicitations made under duress or coercion.
- I will be accurate and truthful in our fundraising requests and information.
- I will respect the informed choices of our donors by fairly and truthfully reporting our fundraising costs and overhead.
- I will be clear about how donated resources will be utilized.
- I will do my part to ensure that donated resources are used in the manner in which they are intended or transparently informing donors of any important alterations in the planned use of funds.

### Confidential Information:

- I will not release business information that has not been made public to private individuals, organizations, or government bodies unless demanded by legal process.
- I will not use confidential information obtained in the course of my affiliation with BGCM for the purpose of advancing any private interest or otherwise for personal gain.
- I will keep confidential all information shared on sensitive issues, such as compensation and performance data.



## Professional Practices Cont'd

### Political Contributions:

- I will refrain from making – or create the appearance of making – any contributions to any candidate for public office or political committee on behalf of BGCM.
- I will refrain from using any organizational financial resources, facilities or personnel to endorse or oppose a candidate for public office.
- I will clearly communicate that I am not acting on behalf of the organization, if identified as an official of BGCM, while engaging in political activities in an individual capacity.
- I will engage in personal political activities on my own time and at my own expense.

## Reporting and Investigations

Upon receipt of the Code of Ethics, each Board Member will agree in writing to comply with the Code of Ethics.

### Ethics Committee:

- Board Governance Committee

### Questions and Reporting:

- Any questions regarding the Code of Ethics, its' interpretation or application should be directed to the Chair of the Board Governance Committee.
- If a Board Member knows of a violation of the Code of Ethics, s/he should immediately report it to the Chair of the Board Governance Committee. If a Board Member is concerned that s/he may not be in compliance with the Code of Ethics, s/he should complete the appropriate Disclosure Statement and the Ethics Committee will provide a written response.

### Follow-Up:

The Chair of the Board Governance Committee will promptly investigate all alleged Code of Ethics violations and will recommend action required to the Chair of the Board.