RAP FOUNDATION
Health, Mental Health, Juvenile Intervention

Board of Directors Application Form

Thank you for your interest in joining the RAP Foundation Board of Directors! The RAP Foundation board members have a unique opportunity to make a positive difference in the communities of the Coachella Valley and the Eastern District of Riverside County.

It is the Board of Director's desire to identify candidates that best demonstrate the professional standards and personal qualifications necessary to lead and guide the organization. In order to assess your qualifications and commitment to helping us further our mission, please complete the following application. Your application will be kept completely confidential, and will be used only by the Board & Staff to recruit candidate for Board of Director positions.

Board members are expected to make the RAP Foundation a philanthropic priority, which means joyfully:

- Meeting your annual financial commitment each fiscal year;- $500 "Give or Get";
- Attend RAP Board Meetings regularly;
- Commit to and attend a minimum of one Committee;
- Serve as Ambassador for the RAP Foundation in your community;
- Complete the Annual Form 700 required by the County of Riverside;
- Declare any Conflict of Interests – an annual form is required.

Board members should expect to spend approximately 4-8 hours per month supporting the organization by attending Board meetings as well as Committee meetings.

Please use this form to provide useful information about yourself, to ensure the best match between you and the RAP Foundation. The following information will be shared with current members of the Board only.

Your full name:	
Address:	
City, State, Zip:	
Phone number (best to be reached):	
Email Address:	
Employer:	
Occupation:	
Education:	

Please list your current organizational affiliations (names of the organization and your role(s):

Organization	Role

Please identify any commitments (civic, political, industry, etc.) that may preclude your active involvement as a Board Member?

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Which of your skills would best fit your background and that you would like to utilize on the Board? (Check those that apply):

- ☐ Board development
- ☐ Strategic planning
- ☐ Staffing / HR
- ☐ Program development
- ☐ Financial management
- ☐ Fundraising
- ☐ Evaluation
- ☐ Community networking
- ☐ Training
- ☐ Marketing
- ☐ Volunteer management
- ☐ Facilities management

Other skill(s) of yours that you would like to utilize not listed?

Please Identify any other current volunteer commitments and/or past non-profit Board positions (please include dates):

Do you have personal or professional experience working with social services, particularly Health, Mental Health or Juvenile Intervention? ☐ Yes ☐ No

Have you even worked in the nonprofit sector? ☐ Yes ☐ No If yes, where?_____

Do your work and/or family commitments allow adequate time for you to participate as a Board Member? ☐ Yes ☐ No

Please indicate any other special achievements, personal experiences, or additional comments regarding your ability to serve as an active Board Member that you would like to share in consideration of your candidacy:

Briefly describe why you would like to join our Board of Directors and what you would like to accomplish at the RAP Foundation:

1. Have you ever been affiliated (as an officer, owner, director, trustee, partner, advisor or consultant) with any institutions (corporations, firms, partnerships, business enterprises, non-profit organizations, etc.) within the past five years which might present a potential conflict of interest or appearance of conflict of interest with your requested appointment? If yes, please explain.

2. Have you ever been convicted of a violation of any federal, state, county or municipal law, regulation or ordinance? If yes, please explain.

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3. Are you currently under federal, state or local investigation for possible violation of a criminal law or ordinance? If yes, please explain.

4. Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct, or been the subject of a complaint to any court, administrative agency, professional association, disciplinary committee, or other professional group? If yes, please explain.

5. Have you ever been involved in civil litigation, or administrative or legislative proceedings of any kind, as a plaintiff, defendant, respondent, witness or party in interest? If yes, please explain.

6. Have you ever had any association with any person or group or business venture which could be used, even unfairly, to impugn or attack your character and qualifications for the requested appointment? If yes, please explain.

7. Do you know anyone who might take any steps, overtly or covertly, to attack your appointment? If yes, please explain.

8. Is there anything in your background which, if made known to the general public through your appointment, would cause an embarrassment to the RAP Foundation? If yes, please explain.

9. How did you learn of the RAP Board?

Signature: _____

Date: _____

If you are not selected as a member of the Board, or if you decide not to join, would you like to be a volunteer to assist our organization in various ways that match your skills and interests?

☐ Yes ☐ No

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Board Member Statement of Commitment

As a Board Director chosen to safeguard the RAP Foundation's assets and to foster its capacity to serve others, I enthusiastically and without reservation accept the following responsibilities as evidence of my commitment. I understand that RAP Foundation Board members are expected to:

- Contribute to the Board's efforts to sustain and advance the RAP Foundation mission, integrity, values, and reputation, and advancing its goals and inviting and supporting others to realize those goals.
- Abide by, and use in practice, the governance policies of the organization.
- Energetically and consistently participate in Board meetings by preparing in advance of the meetings, communicating and participating effectively.
- Demonstrate good faith, prudent judgment, honesty, transparency and openness in activities on behalf of the RAP Foundation.
- Conscientiously participate when feasible, in the RAP Foundation activities and events as an engaged member of the RAP Foundation's community.
- Be thoughtful in representing the RAP Foundation through actions and words, acknowledging that the actions and conversations of individual Board Members can carry great weight.
- Avoid bringing even the appearance of a conflict of interest to Board activity, complying with the Board's conflict of interest policy, including all disclosure requirements.
- Strictly maintain the confidentiality policies of the Board, especially but not only, with respect to proprietary information, personnel matters, executive sessions, and client information (in accordance with HIPPA rules (found at https://www.hhs.gov/hipaa/for-professionals/security/laws-regulations/index.html).
- Assist the Board and the Staff in the strategic conversations of the organization, helping the Board steer away from day-to-day management functions and engaging properly in the organization's major issues and opportunities.
- Share expertise freely, respecting and giving fair consideration to diverse and opposing viewpoints and accepting that not all individual views will necessarily be adopted.
- Publicly demonstrate acceptance, respect and support for decisions legitimately taken in transaction of the RAP Foundation's business.
- Demonstrate respect for individuals in all manifestations of their cultural and linguistic diversity and life circumstances.

I understand, agree and acknowledge the above commitments and that as a Director of the Board I am obligated to avoid any actions or situations that might result in or create the appearance of using my association with the organization for private gain, according unwarranted preferential treatment to any outside individual or organization, losing independence or impartiality, or adversely affecting the organization's reputation or public confidence in its integrity.

Printed Name

Signature

Date Signed

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THE RAP FOUNDATION BOARD MEMBER RESPONSIBILITIES

- Board members are expected to join at least one committee. Committee meeting dates are decided upon by its members as needed.
- Board members are expected to attend 80% of the board meetings.
- Make a financial contribution to the organization at a level that is comfortable to the member, but no less than $500, due within the fiscal year. The amount contributed above the $500 is only disclosed to the Executive Director.

VOLUNTEER CODE OF ETHICS

Personal and Professional Integrity

- Respect and seek out the truth and avoid misrepresentation
- Ensure fairness and objectivity in all RAP Foundation related activities.
- Strive to meet the highest standard of performance, quality, service and achievement in working towards the organization's mission.

Accountability

- Promote good stewardship of RAP Foundation resources.
- Observe and comply with all laws and regulations affecting the RAP Foundation.

Diversity and Equal Opportunity

- Value, champion, and embrace diversity in all aspects of the RAP Foundation activities and respect others without regard to race, color, religion, creed, age, gender, national origin or ancestry, marital status, sexual orientation, status as a qualified disabled or handicapped individual or other protected characteristic.

Conflict of Interest

- Not knowingly take any action, or make any statement, intended to influence the RAP Foundation conduct in such a way to confer any financial benefit to oneself, one's immediate family members or any organization in with the volunteer or his/her immediate family member is involved in or has a financial interest, such as membership on an agency board that receives or is eligible to receive RAP Foundation funding or ownership in a business that could provide goods or services to the RAP Foundation.
- Disclose all known conflicts or potential conflicts on interest in any matter before the board of directors, if a board member, or any committee upon which the volunteer serves and abstain from voting on any matter in which there is a real or perceived conflict.
- Each board member is to disclose in writing on an annual basis, any potential conflicts of interest with the operations of the RAP Foundation and notify the Executive Director and Board President in writing of any additional conflicts of interest that arise during the year.

Personal Gain

- Board members will not use the RAP Foundation resources for personal gain, nor solicit or accept personal gratuities, gifts, or favors other than promotional gifts of nominal value.

Confidential Information

- Ensure that all information which is confidential or privileged or which is not publicly available is not disclosed inappropriately.

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Disclosure

- Board members and volunteers are obligated to disclose any violations or perceived breaches of the Volunteer Code of Ethics of which they are aware. Disclosure should be made to the Executive Director and Board President. Any reported breaches will be investigated and appropriate action, if needed, will be taken. The RAP Foundation encourages all volunteers to be prompt, open and forthright in reporting perceived breaches of the Volunteer Code of Ethics.

Code of Ethics Certification

This document outlines the RAP Foundation conflict of interest policies, and should be closely reviewed by all board members and volunteers. Board members shall disclose all known or potential conflicts

I, _____ have read and understand the RAP Foundation Volunteer Code of Ethics. I agree that my actions have and will continue to be in compliance with the Volunteer Code of Ethics.

_____ _____

Signature Date