

Trenton Educational Foundation
Board of Trustees
Application

1. Candidate Name _____

Mailing Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email _____

2. Current position/employer: _____

3. Relevant Experience and/or Employment. Please describe:

4. Please circle area(s) of expertise/contribution you feel you can make to further the mission of the TEF such as:

Fundraising	Policy Development	Public Relations	Website/Social Media
Special Events	Strategic Planning	Evaluation	Other _____
Technology	Education	Finances	_____

5. Please list prior experience serving as a Board member or volunteer for other non-profit organizations: _____

Guidelines to Apply for the Board of Trustees

The proposed Trustee shall be nominated by current trustees of the TEF at the meeting prior to the annual meeting in August of each year. Consideration will be given to applicants showing a sincere desire to promote and improve the TEF. Trustees will be elected for a term up to three (3) years.

The following expectations shall apply:

1. Applicants are expected to attend at least one board meeting prior to being nominated.
2. Once elected, trustees are asked to sign the TEF Conflict of Interest Policy.
3. Trustees are expected to attend regular board meetings (scheduled for the third Wednesday of every month unless notified of a change).
4. Trustees are expected to participate on committees and are requested to attend committee meetings as scheduled by the committee chair.

The Board may vote to replace any trustee:

1. Who by their actions, deeds, or words conduct themselves in a manner not in the best interest of the TEF.
2. Who does not attend and contribute to board or committee meetings without an excused absence.

TRENTON EDUCATIONAL FOUNDATION, INCORPORATED

CONFLICT OF INTEREST POLICY

The governance of the Foundation recognizes that to fulfill the organization's responsibilities to the Trenton School District and to the public at large, it is dependent upon the continuing leadership of qualified officers and Trustees. Because one aspect of determining qualifications is avoidance of conflicts of interest, the Foundation adopts the following policy:

In general, the Foundation expects every officer and Trustee to be constantly aware of the dangers inherent in situation that give rise to conflict of personal interests with those of the Foundation. Although complete avoidance of all conflicts of interest is not always possible, the Foundation expects the kind of loyalty and ethical consciousness that will motivate an individual to recognize situations and circumstances that could produce a conflict.

Consequently, every officer and Trustee shall refrain from engaging in any transaction with the Foundation in any type of situation in which such individual has a duty to protect the Foundation's interest therein and simultaneous opportunity to realize a personal gain or benefit. Additionally, no officer or Trustee shall accept or engage in any activity, business or employment that will conflict with the Foundation's interest or diminish the ability of the individual to render to the Foundation full, loyal and undivided service. Finally, officers and Trustees shall at all times avoid not only actual conflicts of interest but also the appearance of a conflict of interest. The appearance of a conflict can be as damaging as an actual conflict. Each individual is encouraged to develop and maintain an attitude of awareness of those situations in which an appearance of conflict might arise.

If a conflict of interest should arise, each officer and Trustee has the responsibility to take necessary action to inform the Board of Trustees about the conflict, to not vote on the matter, to provide the Board with any and all relevant information, to retire from the room in which the Board is meeting and to not participate in the final deliberation or decision regarding the matter. When there is a doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the Board of Trustees, excluding the person concerning whose situation the doubt has arisen.

The minutes of the meeting of the Board 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.

A copy of this conflict of interest policy shall be furnished to each officer and Trustee who is presently serving this organization, or who may hereafter become associated with it. This policy shall be reviewed annually, and all new officers and Trustees shall be advised of the policy upon undertaking the duties of such office.

All present and future officers and board members of the Foundation shall sign a conflict of interest from which defines the approved policy and which will be maintained in a master file with the Corporation's Secretary.

Trenton Educational Foundation, Incorporated

(Signature)

(Date)

(Print Name)