

**Application for Appointment to the Board of Directors  
of Redwood Cove Senior Apartments**

Name of Applicant: \_\_\_\_\_

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

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please state your reason(s) for wanting to serve on the Redwood Cove Senior Apartments Board of Directors:

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Please provide a brief statement concerning the knowledge, training, education and experience you have that would be valuable as a Board Director:

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The regularly scheduled meetings of the Redwood Cove Senior Apartments Board of Directors are the fourth Tuesday of the month at 12:00 Noon. Are you available to attend these regular monthly meetings?

Yes  No

If no, please explain when you would be available for meetings: \_\_\_\_\_

\_\_\_\_\_

Would you be available to attend other special meetings as needed?  Yes  No

\_\_\_\_\_

Please list those issues that you believe are most important to the future of Redwood Cove Senior Apartments:

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Please list any additional information that you believe would be important in considering your application for appointment:

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REDWOOD COVE SENIOR APARTMENTS  
BOARD OF DIRECTORS  
CODE OF CONDUCT

Redwood Cove Senior Apartments is a not-for-profit owner of a 39-unit, HUD-subsidized apartment building for low-income seniors age 62 and older. The organization is dedicated to providing elderly persons with housing facilities and services specially designed to meet their physical, social and psychological needs and to promoting the health, security, happiness and usefulness of the elderly living in its facility. To that end, the Redwood Cove Senior Apartments Board of Directors has adopted the following Code of Conduct to which it expects its members to adhere to insure that the activities of the agency are conducted with the utmost honesty, integrity and professionalism.

**Personal and Professional Integrity**

Each member of the Board of Directors shall at all times:

1. Abide by this Code of Conduct; the organization's By-Laws and Articles of Incorporation; and all applicable local, state and federal laws and regulations.
2. Exercise proper use of authority and appropriate decorum in group and individual behavior.
3. Insure that his or her membership in the Redwood Cove Senior Apartments is in good standing.
4. Conduct the business affairs of the organization in good faith and with honesty, integrity, due diligence and reasonable competence.
5. Act in the best interests of the organization and not for personal or third-party gain or financial enrichment.
6. Represent, with unconflicted loyalty, the interests of the organization and its membership.
7. Promote working relationships with other board members, staff, volunteers and organization beneficiaries based on mutual respect, fairness and openness.
8. Act in a manner that will bear the closest public scrutiny.

No member of the Board of Directors shall:

1. Engage in, facilitate or condone any discriminatory or harassing behavior directed toward organization staff, officers, directors, volunteers, members, beneficiaries, or others with whom the organization has a business relationship.

2. Exercise individual authority over the organization's Executive Director, other organization staff, or the business of the organization without specific direction and authorization from the Board of Directors.
3. Abuse his or her position by seeking or soliciting special treatment from organization employees, vendors or contractors, or by representing that special treatment is due by virtue of his or her board membership.

### **Conflict of Interest**

Each member of the Board of Directors shall at all times avoid both the appearance of and actual conflict of interest, self-dealing, or use of his or her position for personal, familial or other third-party gain.

No Board member shall:

1. Use his or her position to obtain employment with the organization or organization services for themselves, family members, household members, or close associates.
2. Place his or her own self-interest or that of any third-party above the interests of the organization as a whole.
3. Vote on or participate in the discussion of any business matter before the Board of Directors in which he or she has a direct or perceived personal interest. Personal interest may include, but not be limited to, the interests of family members, household members, businesses, business associates or other close associates. Any Board member with an actual or perceived conflict of interest on a particular issue shall immediately make such conflict known to the Board as a whole, and shall remove him or herself from discussion and action on the item. If the Board of Directors determines that a member has a conflict on a particular issue, the Board may require the member to remove him or herself from discussion and action pertaining to that item.
4. Solicit or accept gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor with respect to matters pertaining to the organization.
5. Provide goods or services to the organization as a paid vendor unless the relationship has been fully disclosed to and approved by the full Board of Directors, and sufficient safeguards are in place to avoid actual or perceived favoritism or undue enrichment.
6. Use information gained as a result of Board membership for personal or business gain when such information is not generally available to all persons with the same or similar interest.
7. Use his or her position as a Board member to circumvent, gain preferential treatment or otherwise gain an advantage in any solicitation for contracted goods and services, but shall follow all of the same requirements as any other bidder for such contracts.

**Confidentiality**

1. Each member of the Board of Directors shall at all times strictly maintain the confidentiality of information that is not discussed during open, public meetings of the Board of Directors and that is not generally available outside of Board membership or the internal business dealings of the organization.
2. At no time shall Board members disclose information that is discussed in closed session meetings to any individual or group without authorization from the Board of Directors or the organization's legal counsel.
3. At no time shall Board members disclose information provided in confidential staff communication to any individual or group without authorization from the Board of Directors or the organization's legal counsel.
4. Board members shall be mindful of inadvertent disclosure of confidential information, and shall take care not to discuss confidential information in public settings or leave written materials where they can be viewed or taken by unauthorized individuals.

**STATEMENT OF COMMITMENT**

In establishing policy for and on behalf of the Redwood Cove Senior Apartments and its members, I understand that I am a custodian of the assets and reputation of the organization. I acknowledge that I have been entrusted to serve the interests of the organization and its members, and that they deserve my utmost effort, dedication and support.

Therefore, as a member of the Board of Directors of the Redwood Cove Senior Apartments, I commit to observing the highest standard of ethics and conduct, as specified in the forgoing Code of Conduct, and will dedicate my best efforts and resources in the interest of the organization and its members. I will perform my duties as a member of the Board of Directors in such a manner that the confidence and trust of the organization's members, the organization's funders and the public in general will be conserved and enhanced.

I acknowledge that my best efforts include, but are not necessarily limited to attendance at and participation in monthly and special meetings of the Board of Directors; attendance at and participation in Board development activities; development of an understanding of the mission, programs, funding sources and clientele of the organization; participation in fundraising activities; and active participation on committees and special projects as necessary.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Director or Nominee

## REDWOOD COVE SENIOR APARTMENTS BOARD OF DIRECTORS RESPONSIBILITIES

As the governing body of Redwood Cove Senior Apartments, Inc., and as the property owner and holder of the agreements with the Department of Housing and Urban Development for operation of a subsidized housing property for low-income seniors, the Board of Directors has the following responsibilities:

1. To determine the organization's mission and purpose. It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
2. To participate in partnership with the Del Norte Senior Center Board of Directors in the search for and selection of the most qualified individual for the position chief executive.
3. To support the chief executive with the moral and professional support he or she needs to further the goals of the organization.
4. To ensure effective planning. Board members must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
5. To monitor, and strengthen programs and services. The board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness.
7. To protect assets and provide proper financial oversight. The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
8. To build a competent board. All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.
9. To ensure legal and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical norms.
10. To enhance the organization's public standing. The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.