



**Committee Member Application Form**

(Prepared by Applicant for committee membership and submitted to Board Secretary)

The purpose of this application is to provide the Board with information on your background and interest in serving on a Board appointed Committee in Shelter Bay. Add additional pages if desired.

Name of Committee for which you are applying: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Years of residency in Shelter Bay: \_\_\_\_\_ Hours per month you are employed: \_\_\_\_\_

Employment background and education: \_\_\_\_\_

Other career related activities: \_\_\_\_\_

Other outside interests: \_\_\_\_\_

Committee participation within Shelter Bay: \_\_\_\_\_

What is your interest in serving on this Committee and what can you offer? \_\_\_\_\_

What are your goals as a member of this Committee? \_\_\_\_\_

**NOTE:** For your application to be considered, the attached Good Faith Conduct Statement must be completed and returned with this form.

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

**COMMITTEE RECOMMENDATION:** Recommend appointment? ☐ Yes ☐ No

As a ☐ Regular Member ☐ Alternate Member (if applicable) Chair Signature: \_\_\_\_\_

**BOARD ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



**Good Faith Conduct Statement**  
**Board of Directors, all Committee Members, Management, and Staff**

**Good Faith is the foundation of the existence of the Shelter Bay Community. Such good faith is a delicate commodity that must be guarded by the Board of Directors, Committee members, management and staff.**

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**CONFLICT OF INTEREST:** No member of the board, or any of its committees, shall derive a substantial profit or gain, directly or indirectly, by virtue of his/her association or participation within the community. Each individual shall disclose to either the board or to the committee any personal interest he/she may have in any matter pending before the board or respective committee. The board or committee shall determine by vote of the members whether or not a disclosing member is disqualified from participating in any decision on a pending matter.

**CONFIDENTIALITY OF INFORMATION:**

1. Each Director and Committee member who has access to confidential information discussed or disclosed in executive session has the responsibility to safeguard all such information, including all records and documents. This policy extends to the dissemination of information over the telephone and via e-mail.
2. Information discussed in executive session shall be disclosed and/or discussed with individuals only on a “need to know” basis. Conversation of a confidential nature must never be held within earshot of community members or other members of the public.
3. Unauthorized disclosure of information discussed in executive session may result in removal of the member from the committee or a Code of Conduct violation being brought against a Director.
4. The following are some examples of conduct that are considered violations of this policy:
  - a. Willful manipulation of documents, computer records, or other community information for personal gain.
  - b. Misappropriation or unauthorized use of community monies, property, or services of any kind.
  - c. Willful disclosure of confidential community information to any unauthorized person.

**STANDARDS OF CONDUCT:**

1. The following is prohibited Director and Committee member conduct while in the performance of the work of the community.
    - a. Illegal harassment or discrimination in any form.
    - b. Abusive behavior toward a community or staff member
    - c. Sexual harassment or sexual violence in any form.
    - d. Being under the influence of drugs or alcohol.
    - e. Endangering the safety of community or staff members.
    - f. Carrying a weapon while actively engaged in community business.
    - g. Violation of community rules and regulations.
  2. The above is not meant to be all-inclusive. The Board of Directors reserves the right to remove a committee member or sanction a Director for a violation of any of the above or any other serious misconduct not specified. Violations may also result in disciplinary action, up to and including termination of employment. (*Res. 09-03, 1/21/09*)
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By executing this form, the undersigned agrees to abide by the terms and conditions set out herein for such time as he/she serves in the position.

\_\_\_\_\_  
Signature of Board/Committee Member  
or Management/Staff Member

\_\_\_\_\_  
Title of Position

\_\_\_\_\_  
Printed Name of Board/Committee Member  
or Management/Staff Member

\_\_\_\_\_  
Date