



Cesar Chavez Academy  
Board of Directors  
Application Packet

Thank you for your interest in joining the CCA Board of Directors.

This application packet contains:

- A job description of this volunteer position
- Application Form
- Conflict of Interest Policy
- *Please attach a resume with your completed application packet*

Please complete this packet in its entirety. It will provide us with insights as to why you may be considered as a candidate for a position on the Board.

The completed packet and a copy of your resume should be returned to:

Business Office  
Dolores Huerta Preparatory High  
2727 W. 18<sup>th</sup> Street  
Pueblo, CO 81003



## Cesar Chavez Academy Board Member - Job Description

### General Function:

1. Responsible for ensuring that the academic program of CCA is successful, that the program and operations are in line with the terms of its charter.
2. Support the mission and vision CCA and maintain the focus
  - a. Periodically review the mission statement which serves as a guide to organizational planning, decision-making, and drives priorities
3. Select the School Leader
  - a. Develop School Leader's job description.
  - b. Initiate search process to find the best fit for the organization, based on qualifications, skills, interests and abilities.
  - c. Oversee and approve contract negotiation and renewal.
  - d. Regularly review the performance of the School Leader
  - e. Provide frequent and constructive feedback.
  - f. Assist when board members overstep prerogatives or misunderstand their roles.
4. Actively participate in effective organizational planning
  - a. Work cooperatively to develop an annual review of the organizational strategic plan that includes concrete, measurable goals.
5. Actively participate in ensuring the availability of adequate resources
  - a. Approve fundraising targets and goals.
  - b. Assist in carrying out development plan.
  - c. Make an annual gift at a level that is personally meaningful.
6. Actively participate in Resource Management activities
  - a. Approve the annual budget.
  - b. Monitor budget implementation through periodic financial reports.
  - c. Approve accounting and personnel policies.
  - d. Provide for an independent annual audit by a qualified CPA.
  - e. Ensure adequate insurance is in force to cover students, staff, visitors, the board and the assets of the school.
7. Monitor and strengthen programs and services
  - a. Ensure programs and services are consistent with the mission and the charter.
  - b. Ensure that school leadership develops measurable organizational outcomes.
  - c. Approve annual, attainable board and management level goals.
  - d. Monitor progress in achieving outcomes and goals.
  - e. Assess the quality of the program and services.
  - f. Enhance CCA's public standing
  - g. Serve as ambassadors, advocates and community representatives of the school.
  - h. Ensure that no board member represents her/himself as speaking on behalf of the board unless specifically authorized to do so.
  - i. Provide for a written annual report and public presentation that details CCA's mission, programs, financial condition, and progress made towards charter promises.

- j. Ensure legal and ethical integrity and maintain accountability
  - k. Establish policies to guide the school's board members and staff.
  - l. Develop and maintain adequate personnel policies and procedures.
  - m. Adhere to the provisions of the school's bylaws and articles of incorporation.
  - n. Adhere to local, state and federal laws and regulations that apply to the school.
  - o. Ensure compliance with all federal state and local government regulations.
8. Recruit and orient new board members and assess board performance
- a. Define board membership needs in terms of skill, experience and diversity.
  - b. Cultivate, check the credentials of and recruit prospective nominees.
  - c. Provide for new board member orientation.
  - d. Conduct an annual evaluation of the full board and individual members.

Qualifications:

- 1. Willingness to work for the betterment of Cesar Chavez Academy.
- 2. Demonstrated leadership ability in community and/or professional activities.
- 3. Willingness to commit to a three-year term of office and meet the time commitments listed below.

Tasks:

- 1. Attend monthly board meetings during the year (24 + hours per year), and non-routine meetings that may be called on occasion.
- 2. Ensure that CCA manages resources effectively and that proper financial controls are in place through the review and approval of the annual budget, and regular review of the financial reports
- 3. Identify, recruit, and screen candidates for the future Board of Directors
- 4. Attend and participate in school functions such as enrollment lotteries, recognition events and fund raising events
- 5. Contribute skills, energy and judgment as needed
- 6. Read and become familiar with the CCA Charter, Bylaws and other school documents



**Cesar Chavez Academy**

**Application for Consideration for Board Candidacy**

Name	Last	First	Middle Initial
Home Address	Address	City	State Zip Code
Home Phone	Area Code (     )		
E-Mail Address			
Birthday Month and Day (Only)	Month	Day	

Employer	
Employer's Address	Address City State Zip Code
Work Phone	
Job Title	
Job Duties	

**Immediate Family**

Spouse	Children

Relevant Community Experience and/or Employment (attach a resume if relevant):

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Why are you interested in serving as a board director of Cesar Chavez Academy?

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Area(s) of expertise/Contributions you feel you can make to Cesar Chavez Academy as a board director:

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Other volunteer commitments:

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1. Are you or any of your immediate family members employed by CCA ?  
 Yes       No
2. Have you or any immediate family members granted or approved any loans to CCA?  
 Yes       No
3. Do you or any of your immediate family members sell supplies, materials, equipment, services, or other personal property directly or indirectly to CCA?  
 Yes       No
4. Do you or any of your immediate family members lease or sell any real property to CCA, or will you in the future?  
 Yes       No
5. Do you currently serve as a public official? If yes, please identify the position: \_\_\_\_\_  
 Yes       No
6. Do you currently serve on any other School Board? If yes, please list these Boards: \_\_\_\_\_  
 Yes       No
7. Do you currently serve on any corporate or nonprofit Boards? If yes, please list these Boards: \_\_\_\_\_  
 Yes       No
8. Will any of your past or present Board involvement preclude you from serving on the Board of CCA?  
 Yes       No
9. You have been provided a copy of CCA's conflict of interest policy and procedure for disclosing potential conflicts. Will you commit to following this policy and procedure?  
 Yes       No
10. Are you presently involved in any Litigation?  
 Yes       No

11. Are you a Colorado resident?

Yes       No

12. CCA requests all Board Members to undergo a criminal background check. Are you willing to submit to a criminal background check?

Yes       No

**Availability:**

During which hours are you available for volunteer assignments?

_____ Weekday Mornings	_____ Weekend Mornings
_____ Weekday Afternoons	_____ Weekend Afternoons
_____ Weekday Evenings	_____ Weekend Evenings

**Interests:**

**Special Skills and/or Qualifications:**

(Summarize special skills and qualifications you have acquired from previous employment, volunteer work, or through activities including hobbies or sports.)

**Any additional important information you would like to share:**

**CERTIFICATION AND AUTHORIZATION**

I certify that all of the information provided on this application and materials submitted to Cesar Chavez Academy is complete and true to the best of my knowledge. If my application is considered for Board candidacy, I authorize CCA and its agents to verify all information and statements provided on this application, resume and other materials.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

# CESAR CHAVEZ ACADEMY

## CONFLICT OF INTEREST POLICY

Overview: This policy is adopted per the Internal Revenue Service recommended procedures and addresses conflicts of interest and the appearance of conflicts of interest as relating to members of the Board of Directors (“Directors”) and Board Officers of Cesar Chavez Academy (“CCA”) and includes additional provisions in Article III; establishes a process for Directors and Officers to follow in identifying and disclosing such conflicts; and regulates voting and recusal on matters involving conflicts of interest.

### BOARD OF DIRECTORS CODE OF ETHICS

#### Article I Purpose

The purpose of the conflict of interest policy is to protect the interest of Cesar Chavez Academy (“School”) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a School Director or Officer or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

#### Article II Definitions

1. Interested Person. Any Director, Principal Officer or Member of a Committee with Governing Board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
  - a. An ownership or investment interest in any entity with which the School has a transaction or arrangement.
  - b. A compensation arrangement with the School or with any entity or individual with which the School has a transaction or arrangement; or
  - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the School is negotiating a transaction or arrangement.
3. Compensation and Financial Interest. Compensation means any direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board of Directors or Board Committee decides that a conflict of interest exists.

#### Article III Provisions

1. School Directors and Officers shall conduct themselves in accordance with the school’s mission, charter agreement and applicable law at all times and will avoid conflicts of interest and the appearance of conflict of interest.

2. The Board of Directors shall conduct or direct the affairs of the School and exercise its power, subject to the limitations of applicable authorities, including education law, not-for-profit corporation law, the School's charter and its Bylaws.

3. The Board of Directors may delegate aspects of the management of the activities of the School to others, so long as the affairs of the School are managed, and its powers are exercised, under the Board's ultimate jurisdiction.

4. Directors and Officers shall make all appropriate financial disclosures whenever a grievance of conflict of interest is lodged against them. Directors shall not use his/her position with the School to acquire any gift or privilege worth \$50 or more that is not available to similarly situated persons, unless that gift is for the use of the School.

5. Directors and Officers may never ask a subordinate, a student, a student's parent to work on or give to any political campaign.

6. Members of the Board have the right to participate in the discussion and vote on all issues before the Board or any Board committee, except that any Board Member shall be excused from the discussions and vote on any matter involving conflicts of interest as defined below.

7. CCA Directors and Officers shall not receive any financial remuneration for their service on the CCA Board of Directors.

#### **Article IV** **Procedures**

1. Duty to Disclose. Wherever possible, School Directors and Officers will promptly report any potential conflict or appearance of conflict and all material facts to the Directors, Board of Directors Chair or Board Committee with governing board delegated powers considering the proposed transaction or arrangement. Such disclosure shall include all relevant and material facts known to such person about the transaction or arrangement which might reasonably be construed to be adverse to the School's interest.

2. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, the Board or Board Committee shall discuss the matter with the interested person. The reporting Director shall leave the Board or Board Committee to permit the remaining Board or Board Committee to discuss and vote to determine whether a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest. In the event the Board or Board Committee determines there is a need to gather additional information, the Board shall gather that information and report the results back to the Board or Board Committee before a vote on the transaction or arrangement is taken. If a more advantageous transaction or arrangement is not reasonably possible under the circumstances not producing a conflict of interest, the Board or Board Committee shall determine by a majority vote of the disinterested Directors (meaning the interested Director cannot vote) whether the transaction or arrangement is in the School's best interest, for its own benefit, and whether it is fair and reasonable and make the appropriate decision.

4. Failure to Disclose Conflict/Appearance of Conflict. If a Director or Officer has failed to disclose actual or possible conflicts of interest, the Director or Officer shall be given an opportunity to explain the non-disclosure to the Board of Directors. If, after hearing the response, the Board of Directors may initiate an investigation and submit those results to the Board of Directors. The Board of Directors may take all appropriate action to address the failure to disclose.

**Article V**  
**Records of Proceedings**

The minutes of the CCA Board and all CCA Committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the CCA's Board or Committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

**Article VI**  
**Compensation**

1. A voting member of the CCA Board who receives compensation, directly or indirectly, from CCA for services is precluded from voting on matters pertaining to that Directors compensation
2. A voting member of any Board Committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from CCA for services is precluded from voting on matters pertaining to that compensation.
3. No voting member of the CCA Board of any CCA Committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from CCA, either individually or collectively, is prohibited from providing information to any Committee regarding compensation.

**Article VII**  
**Annual Statements**

Each Director, Principal Officer and Member of a CCA Committee with CCA Board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy;
- b. Has read and understands the policy;
- c. Has agreed to comply with the policy; and
- d. Understands that CCA is charitable and in order to maintain its federal tax exemption it must engaged primarily in activities which accomplish one or more of its tax-exempt purposes.

**Article VII**  
**Periodic Reviews**

To ensure CCA operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to CCA's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

**Article VIII**  
**Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, CCA may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the CCA Board of its responsibility for ensuring periodic reviews are conducted.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2010 BY:

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CCA Board Candidate

Cesar Chavez Academy  
Conflict of Interest Policy

If any person who is a Director or officer of the organization is aware that the organization is about to enter into any transaction, directly or indirectly, with such person, any member of such person's family, or any entity in which such person has any legal, equitable or fiduciary interest or position, such person shall: (a) immediately inform those charged with approving the transaction, of such person's interest or position; (b) aid the persons charged with making the decision by disclosing any knowledge that bears on the advisability of such transaction; and (c) not be entitled to vote on the decision to enter into such transaction. Each calendar year, a signed Conflict of Interest Statement is required of all Directors and the Executive Director.

**Conflict of Interest Disclosure  
Cesar Chavez Academy**

Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip code \_\_\_\_\_

Preferred Telephone Number \_\_\_\_\_ FAX \_\_\_\_\_

Employer \_\_\_\_\_ Type of Business \_\_\_\_\_

Spouse's Employer \_\_\_\_\_ Type of Business \_\_\_\_\_

Volunteer affiliations \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ At this time, I believe that my business and volunteer affiliations do not present a conflict of interest vis á vis Cesar Chavez Academy.

**Business or volunteer affiliations of close family members that could present a conflict of interest**

\_\_\_\_\_  
\_\_\_\_\_

I agree to update this information as it changes and to disclose any conflicts of interest should they arise in the course of my Board tenure with Cesar Chavez Academy.

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

\_\_\_\_\_