

Keystone Civic Association "KCA" Officer & Director Nomination Form

Community Through Unity. "Protect Our 36!"

May also be used for Committee Chairpersons.

You have been nominated for either a KCA Officer or Member position of its Board of Directors, or Chairperson of Committee, or would like to join our BOD. We appreciate your interest in serving the KCA and our great community.

Please complete this questionnaire. The current board of directors will review it and recommend a list of candidates for nomination/election at the General Membership meeting.

If elected, you will hold a unique position and distinction within an organization that is truly the heart of Keystone. The KCA in Keystone's history and status is a legend. Its mission and engagements surpass those of associations formed by Home or Property Owners. The KCA website is replete with such attributes.

Your Name					
What position do you wish to hold ?			<input type="checkbox"/> Officer _____ <input type="checkbox"/> Director _____ <input type="checkbox"/> Committee Chairperson For : _____		
Briefly describe your background:					
How will your background be of service to the KCA and the Community?					
How long have you been a KCA Member?			How long have you lived in Keystone Area?		
Your Home Address			Email Address:		
Have you read and do you understand each of the following:			Yes	No	Need Review
KCA Mission Statement			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KCA By-laws			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KCA Policies to include Conflict of Interest Statement			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Duties and Responsibilities (oath) of KCA Officers and Directors			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keystone-Odesa Community Plan			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can You attend both BOD & General Membership Meetings?			Yes		No
Please check any of the Activities/Committees you wish to contribute a "little" or "a lot" of your time/expertise to:					
Special Events (<i>Family Fun Day & Others</i>)			Membership / Gen Meeting set ups		
Special Events (<i>Chili Cook Off/Business Expo</i>)			Land Use -Keystone Comprehensive Plan		
Special Events (<i>Holiday Car Show</i>)			Agricultural (<i>Agritourism, Land Acquisition</i>)		
Ice Cream Social / Holiday Fest			Environmental/Wetlands/Lakes		
Fundraising (<i>Music Fest, Golf, Runs etc. by members</i>)			Regulatory Compliance (<i>Bylaws, Legal</i>)		
Communications: Marketing/ Newsletter/Signage			Emergency Response		
Financial Oversight			Neighborhood Watch / HOA Liaison		
<p><i>By my signature below, I understand and agree that violations of either Policy V. Confidentiality of Board meetings & Removal . I agree to faithfully execute the prescribed duties, to support and defend the KCA mission, By-Laws, Policies, and the Keystone-Odesa Community plan. Conflict of Interest : Actions taken in the course of performing duties as a member of the Board of Directors of KCA shall neither cause nor suggest the reality or perception that the member's ability to perform or exercise those duties has been or could be affected by private gain or personal interest. Board members must declare all permanent or temporary conflicts of interest, which may arise from time to time in the course of their duties and must abstain from all discussion and voting on the subject.</i></p>					
Signature:				Date:	



Keystone Civic Association Oath of Office

All Officers and Directors will sign this document at the beginning of their term of office. This document will be kept on file, and maintained for at least five (5) years following the completion of the appointed or elected term of office or the termination of the term of office by resignation or action under Article II of the by-laws. Any violation of this Oath of Office and Code of Conduct shall be reported to the Board in writing.

By signing this document, I _____ accept the office to which I have been appointed and/or elected and agree to the following:

As an Officer and/or Director of the Keystone Civic Association, I swear to uphold the following Oath of Office:

- o Exercise the powers of my office and fulfill my responsibilities in good faith and in the best interests of the organization;
- o Exercise these responsibilities, at all times, with due diligence, care and skill in a reasonable and prudent manner;
- o Respect and support the organization's by-laws, policies, Code of Conduct, and decisions of the Board and membership;
- o Keep confidential all information that I learn about donors and members and any other matters specifically determined by the board to be matters of confidence;
- o Conduct myself in a spirit of collegiality and respect for the collective decisions of the Board and subordinate my personal interests to the best interests of the organization;
- o Immediately declare any personal conflict of interest that may come to my attention; and
- o Immediately resign my position as director of the Board in the event that I, or my colleagues on the Board, have concluded that I have breached my 'Oath of Office'

As an Officer and/or Director of the Keystone Civic Association I commit to conducting myself in a manner that models the high standards of accountability incumbent upon the leaders of a Florida Non-Profit Corporation by:

- o Supporting the objectives of the organization;
- o Serving the overall best interests of the organization rather than any particular constituency;
- o Bringing credibility and goodwill of the organization;
- o Respecting the principles of fair play and due process;
- o Demonstrating respect for individuals in all areas related to cultural, diversity, linguistic and life circumstances;
- o Giving respect and fair consideration to opposing views;
- o Demonstrating due diligence and dedication in preparation and attendance at meetings, special events and in all activities on behalf of the organization;
- o Ensuring that the financial affairs of the organization are conducted in a responsible and transparent manner with due regard for my fiduciary responsibilities and public trusteeship;
- o Avoiding real and perceived conflict of interest;

- o Conforming with the bylaws and policies approved by the Board;
- o Publicly demonstrates acceptance, respect and support for decisions legitimately taken in transaction of the organization's business.

Officer/Board of Directors Policy - Conflict of Interest

In addition to following the Keystone Civic Association Code of Ethics, Officers and Directors shall act at all times in the best interest of the organization rather than particular interests or constituencies. This means setting aside personal self-interest and performing their duties in transaction of the affairs of the organization in such a manner that promotes public confidence and trust in the integrity, objectivity and impartiality of the Board. Members of the Board shall serve without remuneration unless authorized by the Board of Directors. No director shall directly or indirectly receive any profit from his/her position as such, provided that directors may be paid reasonable expenses incurred by them in the performance of their duties. The pecuniary interests of immediate families or close personal or business associates of a director are considered to also be the pecuniary interests of the director.

Furthermore, as an Officer and/or Director of the Keystone Civic Association, I will not:

- o Criticize fellow Officers or Board Members, or their opinions, outside of the Board Room;
- o Use the organization, or my position, for my personal advantage or that of my friends, relatives or associates;
- o Discuss the confidential proceedings of the Board outside of the Board Room;
- o Promise how I will vote on an issue before hearing the discussion and becoming fully informed on issues; and
- o Speak for, or on behalf of, the organization unless specifically authorized to do so, and this includes making statements on social media.

Print First and Last Name: _____ Term of Office: _____
 Signature: _____
 Position: _____ Date: _____
 Date of Last Service: _____ Five Year Expiration Date: _____

Refusal to Sign

In witness hereof _____ has on _____ refused to sign this Board of Director/Officer Oath of Office and Code of Conduct form accepting his/her appointment/election as an Officer/Director of the Keystone Civic Association therefore the appointment/election of

_____ is declared invalid. (Printed Name)
 Witness: _____ (Signature) _____ (Printed name)
 Witness: _____ (Signature) _____ (Printed name)

Effective Date April 17, 2019
 Approved: April 17, 2019
 Review Date: April 30, 2024