



Westford CAT Board of Directors Interest Form

Currently seeking Directors for positions open through June 30, 2020

Please complete this form and return it to a Westford CAT Board Member, or

Email to Accounting@WestfordCAT.org

CONTACT INFORMATION

First Name, Last Name: _____

Westford Resident? (Yes) (No) Eligibility criteria if Not Resident? _____

Home Address (number and name): _____

Phone numbers – at least one must be provided. Phone numbers not shared publicly.

Best Phone: _____ Home Work Cell

Cell (required): _____

Email best address (required): _____

Basic Requirements:

- Eligibility as defined by WCAT Bylaws
- Regular Attendance at Board of Director Meetings typically the 3rd Wednesday of the month, except July. Attendance at additional meetings/con-calls as needed.
- Agreement to honor WCAT Code of Ethics and the Board Member Agreement
- Willingness to Serve a One or Two Year Term

Preferred Experience Set:

- | | | |
|--|----------------------------------|--|
| <input type="radio"/> Legal | <input type="radio"/> Financial | <input type="radio"/> HR |
| <input type="radio"/> Governance | <input type="radio"/> Management | <input type="radio"/> Non-Profit Board |
| <input type="radio"/> Media/Journalism | <input type="radio"/> IT | <input type="radio"/> Producer |

Relevant Employment and Volunteer Experience:

- Please attach your basic resume to this application

Current Occupation, or Previous if Retired: _____

Current Employer, or Previous if Retired: _____

Previous Volunteer Board Service:

Other Volunteer Service:



Personal Narrative

1. What interests you about serving on the Board of Directors of Westford CAT?
Please expand space as necessary.

2. What do you think you can bring to the Westford CAT Board of Directors?
Please expand space as necessary.

3. Share any education, experience, or special skills relevant for Board service.
Please expand space as necessary.

Nominate someone else we should reach out to!

Name: _____

Email best address (required):

We truly appreciate your interest!

Westford is a growing diverse town, and the Westford CAT Board of Directors values both broad representation and collaboration, making Westford CAT the best organization it can be as a valuable community resource.

Westford CAT Bylaws permit up to 11 members, which include three Liaisons to Westford School Board, Nashoba Tech, and the Select Board. See WestfordCAT.org

Westford CAT's mission is to promote the use of local access to enhance a free and diverse exchange of ideas and interests that foster community participation and educational opportunities.



Westford Community Access Television, Inc. (WestfordCAT)

BOARD MEMBER AGREEMENT

I _____, understand that as a member of the Board of Directors of Westford Community Access Television, Inc. (WestfordCAT), I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a board member, I will follow the code of conduct below:

1. I will maintain the confidentiality of the details and dynamics of Board discussions, as well as those items designated as confidential.
2. I recognize while I have a First Amendment right to free speech, I also have a 'duty of care' and a 'duty of loyalty' as a fiduciary of the organization. I will balance these interests with care to avoid harm to the organization and its members.
3. I will interpret WestfordCAT's work and values to the community, represent the organization, and act as an advocate.
4. I will attend at least 75% of board meetings, committee meetings, and special events and be willing to commit sufficient time and energy to WestfordCAT's business. If I am unable to attend a meeting, I will notify WestfordCAT's President or office in advance.
5. If requested, I will actively participate in at least one committee or working group.
6. WestfordCAT will help me perform my duties by keeping me informed about issues in the industry and field in which we are working, and by offering me opportunities for professional development as a Board member.
7. Board members and staff will respond in a straightforward fashion to questions I have, or that I feel are necessary to carry out my fiscal, legal and moral responsibilities to this organization. Board members and staff will work in good faith with me towards achievement of our goals.
8. If the organization does not fulfill its commitments to me, I can call on the Board Chair and Executive Director to discuss these responsibilities.
9. I agree to abide by WestfordCAT Board of Directors "Code of Ethics" as adopted on **December 14th, 2017**

Signed: _____ Date: ____ / ____ / ____

Signed: _____ Date: ____ / ____ / ____

Chair, Board of Directors

Signed: _____ Date: ____ / ____ / ____

Executive Director



**Code of Ethics for
WestfordCAT's Board of Directors
As adopted: December 14th, 2017**

Goal: To establish a set of principles and practices of the WestfordCAT Board of Directors that will set parameters and provide guidance and direction for board conduct and decision-making.

Code: The WestfordCAT Board of Directors are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the board of WestfordCAT. Board members pledge to accept this code as a minimum guideline for ethical conduct and shall:

Accountability

1. Faithfully abide by the Articles of Incorporation, by-laws and policies of WestfordCAT.
2. Exercise reasonable care, good faith and due diligence in organizational affairs.
3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
4. Fully disclose, at the earliest opportunity, information of fact that would have significance in board decision-making.
5. Remain accountable for prudent fiscal management to media center members, the board, and nonprofit sector, and where applicable, to government and funding bodies.

Professional Excellence

6. Maintain a professional level of courtesy, respect, and objectivity in all WestfordCAT activities
7. Strive to uphold those practices and assist other WestfordCAT members of the board in upholding the highest standards of conduct

Personal Gain

8. Exercise the powers invested for the good of all members of the organization or that of the nonprofit they represent, rather than for his or her personal benefit.

Equal Opportunity

9. Ensure the right of all media center members to appropriate and effective services without discrimination on the basis of the organization's volunteer or staff make-up in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.

Confidential Information

10. Respect the confidentiality of sensitive information known due to board service.

Collaboration and Cooperation

11. Respect the diversity of opinions as expressed or acted upon by the WestfordCAT board, committees and membership, and formally register dissent as appropriate.
12. Promote collaboration, cooperation, and partnership among association members.