

Instructions to complete the Board Listings

- A minimum of three (3) members is required for the Board of Directors.
- For each Board Member the following information must be included on the Board Listings:
 1. Full Legal Name of Board Member
 2. Position/Office on the Board
 3. Home OR Business Address and Phone Number
 4. Name of Employer
(if the Board Member is retired, a homemaker or self employed, state this)
- For Boards with less than five (5) members, employees of the organization and members of their immediate families may not serve on the Board of Directors without the express written consent of DYCD.
- For Boards with more than five (5) members, employees of the organization and members of their immediate families may serve on the Board of Directors provided that; (a.) the employees of the organization do not constitute more than one-third of the Board, and; (b.) the family members do not constitute a majority of the Board.
- No member of the Board may hold a position or job exercising any supervisory, managerial or other authority whatsoever over a member of his/her immediate family. For the purposes of this contract, a member of the Board of Directors is deemed to exercise authority over all employees of the organization.
- The Executive Director of the organization may not hold any other position or office on the Board of Directors.

BOARD OF DIRECTORS LISTING AND AFFIRMATION FORM

Contractor Name: _____

Instructions: List all members of the Board of Directors and provide the related information.

Board Member Name	Board Position	Home Address/Phone	Place of Employment	Business Address/Phone	Fax Number

I, _____, certify that the foregoing information, submitted pursuant to Part II, Article V, Conflict of Interest, of this Agreement, is true and accurate and, to the best of my knowledge, constitutes no violation of the aforesaid Part II, Article V, Conflict of Interest.

I further certify that in compliance with Part II, Article V, Conflict of Interest, notice of any changes in the Board of Directors will be forwarded to DYCD within ten (10) days of said change.

Sworn to before me this

_____ day of _____, _____

Signature of Chairperson or Executive Director

Notary Public

BOARD OF DIRECTORS LISTING AND AFFIRMATION FORM

Contractor Name: _____

Instructions: List all members of the Board of Directors and provide the related information.

Board Member Name	Board Position	Home Address/Phone	Place of Employment	Business Address/Phone	Fax Number

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Sworn to before me this

_____ day of _____, _____

Signature of Chairperson or Executive Director

Notary Public

BOARD OF DIRECTORS LISTING AND AFFIRMATION FORM

Contractor Name: _____

Instructions: List all members of the Board of Directors and provide the related information.

Board Member Name	Board Position	Home Address/Phone	Place of Employment	Business Address/Phone	Fax Number

I, _____, certify that the foregoing information, submitted pursuant to Part II, Article V, Conflict of Interest, of this Agreement, is true and accurate and, to the best of my knowledge, constitutes no violation of the aforesaid Part II, Article V, Conflict of Interest.

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Sworn to before me this

_____ day of _____, _____

Signature of Chairperson or Executive Director

Notary Public