

**FOOD BANK OF THE SOUTHERN TIER**  
**Board of Directors**  
*Member Contact Information*

In order to update our records, please complete the *entire* form below. Please write in N/A for those areas that are not applicable

Name	
Home Address	
City, State, Zip	
Home Phone Number	
Cell Phone Number	
Home Email	
Spouse/Partner Name (if applicable)	
Business Address (if applicable)	
Business City, State, Zip	
Business Phone	
Business Cell	
Business Email	
Job Title	
What is the best way to reach you? (e.g. phone, email, text, Admin. Assistant, other)	
What is your primary phone number?	
What is your primary email address?	

**Food Bank of the Southern Tier**  
**Board & Committee Members Profile Worksheet**  
**Expertise/Skills/Personal Data**

<b>Age</b>	
21 – 35	
36 – 50	
51 – 65	
Over 65	
<b>Gender</b>	
Male	
Female	
<b>Race/Ethnicity (Check all that apply to you)</b>	
African American/Black	
Asian/Pacific Islander	
Caucasian	
Hispanic/Latino	
Native American/Indian	
Other Race/Ethnicity	
<b>Religious Affiliation</b>	
Roman Catholic	
Other Christian	
Jewish	
Muslim	
Hindu	
Buddhist	
No Affiliation	
Other (please specify: _____)	
<b>Community &amp; Civic Organizations (Check all that apply to you presently and in the past)</b>	
Faith-Based Organizations (e.g. Knights of Columbus)	
Civic Organizations (e.g. Lions, Rotary, Kiwanis, etc)	
Professional Organizations	
Local Government	
Other Boards of Directors (please specify: _____)	
Community Volunteer	
Other (please specify: _____)	
<b>Occupation Areas &amp; Expertise Areas (Check all that apply to you presently and in the past)</b>	
Accounting	
Administration/Management	
Banking/Trusts/Investments	
Development/Foundation/Fundraising/ Philanthropy	

Education	
Financial Management	
Food Industry	
Government	
Health	
Human Resources	
Law/Legal	
Marketing/Public relations	
Physical Plant (e.g. architect, engineer)	
Real Estate	
Retail/ Grocery	
Social Services	
Strategic Planning	
Technology	
Other (Please specify: _____)	
<b>County Representation (Where you reside)</b>	
Broome	
Chemung	
Schuyler	
Steuben	
Tioga	
Tompkins	
Other (please specify: _____)	
<b>FBST BOD/ Committee Representation (Check which you now serve on)</b>	
Board of Directors	
Executive Committee	
Finance Committee	
Audit Committee	
Nominating & Corporate Governance Committee	
Development Committee	

Revised August 2017

**FOOD BANK OF THE SOUTHERN TIER**  
**Board Member Statement of Agreement & Code of Ethics**

As a board member of The Food Bank of the Southern Tier, I understand that my duties and responsibilities include the following:

1. I will do my best to ensure that the Food Bank is well-maintained, financially secure, growing and always operating in the best interests of our mission and those we serve.
2. I am fiscally responsible, with the other board members, for the Food Bank of the Southern Tier. It is my duty to review, assess and be knowledgeable about the Food Bank's budget.
3. I am accountable to this organization and will support its mission to build and sustain hunger-free communities throughout the Southern Tier.
4. I am responsible for supporting and endorsing the programs of the Food Bank.
5. I will make a personally significant financial donation to demonstrate my commitment to the Food Bank and to serve as an example to other potential donors.
6. I will actively engage in fundraising for the Food Bank in whatever ways are best suited to me under the guidance of the Development Committee and staff.
7. I will adhere to the board meeting attendance policy, including being available for phone consultation and actively participating in committee work.
8. I will assist in the identification and recruitment of new committee and board members.
9. I will participate in the evaluation of the President/CEO and support the incumbent's ongoing development.
10. I will actively promote and advocate for the Food Bank in the community.

To facilitate my ability to meet my board obligations, the Food Bank of the Southern Tier is responsible to me in a number of ways:

1. I will receive an orientation to the organization, either as part of a group or one-on-one, prior to assuming my duties as a BOD member.
2. I will be provided, without request, necessary operational information including financial reports.
3. I can call on the President/CEO and appropriate Food Bank staff to discuss programs and policies, goals and objectives as appropriate.

**Board Member Code of Ethics**

As a member of the board team, I will:

- Maintain the confidentiality of board business.
- Listen carefully to and respect the opinions of my fellow board members.
- Support majority decisions of the board.
- Recognize all authority is vested in the full board only when it meets in legal session.
- Keep well-informed of developments related to issues which may come before the board.
- Participate actively in board meetings and actions.
- Bring to the attention of the board any issues I believe will have an adverse effect on the Food Bank or those we serve.
- Refer complaints to the proper level on the chain of command.
- Recognize my job is to ensure the Food Bank is well-managed, rather than attempt to directly manage the organization myself.
- Be mindful of all stakeholders, especially those in need of our services, across our six-county region.

I am committing to the best of my ability to carry out the above statements, knowing if I fail to meet expectations I will resign or be asked to leave the Board.

**Name:** \_\_\_\_\_ **Term Dates:** \_\_\_\_\_

**Board Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOOD BANK OF THE SOUTHERN TIER  
Board of Directors**

**Confidentiality & Conflict of Interest Statement**

**Confidentiality Statement**

As a member of the FBST BOD and/or a Committee of the BOD, I agree that the following information is confidential:

- ❖ Minutes of BOD and Committee Meetings
- ❖ Reports and Recommendations with the exception of these public records:
  - Audited Financial Report
  - Federal IRS Form 990
  - Press Releases
- ❖ Employee Personnel Information
- ❖ Client Information

Any information shared between FBST and its BOD and/or its committees, including emails, is confidential unless released by a vote of the Board or its authorized committee. Such confidential information in documentary form, when discarded, must be shredded, either by me or by FBST.

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**Conflict of Interest Statement**

As a member of the FBST BOD and/or a Committee of the of the BOD, and in accordance with Article III, Section 17, of the FBST Bylaws (which is appended to this statement), I agree that I will exercise honesty and fidelity to FBST's mission in the performance of my duties and in all my dealings with or on behalf of FBST. I will not use my position(s) on the BOD and/or its committee or any knowledge gained there from to financially or otherwise personally benefit myself, my family or my associates.

I hereby make the following statement:

- ( ) NO            I **DO NOT** have an existing or potential conflict of interest
- ( ) YES           I **DO** have the following existing and/or potential conflict(s) of interest to disclose (with whom, in what manner and for what expected duration):

Conflict	Potential Conflict

I list below other corporations or organizations of which I am an officer or member of the Board of Directors:

Organization	Position	Term
1.		
2.		
3.		
4.		
5.		

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**Execution Declaration**

I have reviewed the above Confidentiality and Conflict of Interest Statements and agree to their terms and conditions and, in regard to the Conflict of Interest Statement, I have made or added declarations/statements as appropriate.

\_\_\_\_\_  
**Member Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Member Name (Please Print)**

**Created: 10/30/02**

**Revised: 02/02/06**  
**09/15/06**  
**12/15/06**  
**12/21/07**  
**10/22/08**  
**12/18/08**  
**11/15/10**  
**2/17/11**  
**12/20/11**  
**10/17/13**  
**2/11/16**