



## 2019 Coffee Party USA Board of Directors Sitting Board Members Candidate Application Form

Open positions: Treasurer and 3 Directorships For more information, see the job descriptions [here](#).

### Eligibility

The minimum eligibility requirements for ALL board nominees:

- Must be a dues-paying member of Coffee Party USA.
- Must be involved in a work group continuously beginning no later than January 1, 2019
- Must be 18 years of age or older.
- Must be a U.S. Citizen and registered voter.
- May not be currently serving in or running for a partisan elected office (nonpartisan office is exempt).
- Must have signed the Coffee Party [Civility Pledge](#).
- Must be available to attend the annual in-person Board retreat.
- Must have good computer skills and a willingness to adapt to and learn as the Coffee Party technology platform evolves.
- Must not have engaged in pattern of conduct that is unprofessional, inflammatory, or detrimental to the interests of or reflects discreditably on the Coffee Party.

### What you will need:

- Application (attached) which includes:
  - Essay (attached).
  - Application Checklist and Declaration (attached).
  - Release for background check (attached). **Please email or fax separately**
  - Conflict of Interest Declaration
- Current Resume or Curriculum Vitae.
- Current Bio for Website (or CV, if preferred) 500 words or less.

**Deadline:** Please email all required materials to [Leadershipdevelopment@coffeepartyusa.com](mailto:Leadershipdevelopment@coffeepartyusa.com) no later than **April 20, 2019**. *Please submit these items at the same time to avoid confusion.*

Process: Once everything is received, and initial vetting completed, applicants will be contacted by members of the Elections Committee for a telephone interview. Interviews usually last between 60-90 minutes and are the final step to the process. Candidates will be announced June 10th, voting will run from June 21-25 and results will be announced June 26.

## APPLICANT INFORMATION

Office or Liaison position:	
First Name	
Last Name	
Email	
Street Address	
City, ST, Zip	
Phone - Mobile	
Phone - Home	
Phone - Work	
Date of Birth	
Gender	
<b>Please feel free to add an additional sheet for the following questions (if needed)</b>	
Are you involved with a local Coffee Party and if so which one?	
Are you a US Citizen and Registered Voter?	
What is your knowledge/experience with Social Media?	
How confident are you on the computer? Please list the programs you are comfortable with. (Examples: Word, Google Drive, etc)	
Work Group or groups in which you participate or have participated in within the past 12 months. (list all past and present)	

*Continued on next page:*

Please briefly answer the following questions. (These skills are helpful, but not required):

1. Do you have any experience with advanced metrics on Social Media? Is so, briefly explain.
2. Experience with Database platforms is helpful. Do you have experience with any Database platforms? Please list if applicable.
3. Do you have experience in Advocacy/Activism? Briefly explain:

## AGREEMENTS

- Yes, I have signed the Coffee Party [Civility Pledge](#) and accept the Coffee Party [End State Goals](#).
- Yes, I will travel to the annual Board Meeting. (The meeting will be over a weekend. The Coffee Party may not be able to cover your travel. A house is rented for the occasion.)
- Yes, I agree to participate in the weekly Board meetings via conference call.
- Yes, I agree to actively participate and act as liaison for the Board in at least one Coffee Party Work Group and attend the work group teleconference calls. If no Work Group Chair is assigned, I agree to act as Work Group Chair until a volunteer can be chosen. I also agree to act as Work Group chair should the Chair not be available.
- Yes, I will commit to volunteer at least 5 hours a week to Board and Work Group activities.
- I agree to disclose any conflict of interest with Coffee Party on the attached Conflict of Interest form.

**RESUME:** Please include a current Resume or Curriculum Vitae (CV) with your application.

**BIO:** Please include a current short bio (500 words or less) to include on our website when candidates are announced. If preferred and your CV is less than 500 words, we can use it instead of a separate bio.

*Coffee Party USA is a 501(c)4 nonprofit organization. Your privacy is important to us. Our Privacy Policy is detailed at [www.coffeepartyusa.com/privacy](http://www.coffeepartyusa.com/privacy).*

**ESSAY:** Please submit an essay that clearly addresses the following questions. Please itemize:

1. What have you accomplished in the past 3 years as a Board member for The Coffee Party?
2. What do you think is the most important impact that the Coffee Party can make in the next five years.

### **BACKGROUND CHECKS:**

There have been several instances in recent years where nonprofit organizations have been the brunt of illegal activities perpetrated by board members or employees. To avoid such unpleasant experiences, Coffee Party will conduct background checks of all candidates who will appear on the final ballot. The criminal background check will review a person's criminal history seven (7) years prior to the date requested. The check will include the cities and counties of all known residences. This will give all members of the organization peace of mind about the integrity of the board.

President and Treasurer must also be bondable, so Coffee Party may conduct credit checks on those two positions. If selected as a candidate, you will be asked to submit your Social Security number and place of birth so a Fair Credit Reporting Act (FCRA) compliant background check can be completed. The criminal background check will review a person's criminal history seven (7) years prior to the date requested. The check will include the cities and counties of all known residences.

**Attached please find a separate document for release of information for your background check. Please do NOT include it in emailed application. Please see form for more information.**

## APPLICATION CHECKLIST AND DECLARATION

***Please submit all application information together.***

\_\_\_\_ Yes, my application is complete, including:

\_\_\_\_ Candidate application form

\_\_\_\_ Current Resume or CV

\_\_\_\_ Essay

\_\_\_\_ Bio or CV for Website

\_\_\_\_ Conflict of Interest declaration

\_\_\_\_ Release of information for Background Check will be sent under separate cover no later than April 20, 2019.

I, \_\_\_\_\_, declare that the information in this document and any attachments is true and correct to the best of my knowledge and belief. If I am selected to be placed on the ballot, I do hereby consent to Coffee Party USA performing a criminal history check on me in connection with my application so serve on the Board of Directors of Coffee Party USA. Coffee Party has informed me that I will have the right to review and challenge any negative information and that I will have a reasonable opportunity to clear up any mistaken information reported within a reasonable time frame. Under the Fair Credit Reporting Act, I have been advised that upon request, I will be provided the name, address and telephone number of the reporting agency as well as the nature, substance and source of all information.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **CONFLICT OF INTEREST POLICY OF COFFEE PARTY USA, INC.**

### Preamble

The Directors, Officers and staff members of the Coffee Party USA, Inc. (the “Organization”) owe a duty of loyalty to the Organization, which requires that in their positions, they act in the interest of the Organization and not in their personal interests. Directors, Officers and staff members may not use their positions or information they have about the Organization or the Organization’s property or information obtained through their positions in a manner that allows them to secure a significant economic benefit, either directly or indirectly, for themselves or their relatives. In sum, it is the policy of the Organization that no transaction between it and its Directors, Officers or staff members be tainted with an actual or perceived conflict of interest.

### Disclosure

(a) Prior to election to the Board or as an Officer, and annually thereafter, all Directors and Officers shall disclose in writing, to the best of their knowledge, any Interest (as defined below) in any corporation or other organization which provides goods or professional or other services to the Organization for a fee or other compensation. A copy of each disclosure statement shall be available to any Director of the Organization on request.

(b) If at any time during his or her term of service a Director or Officer has any Interest which may pose a conflict of interest at any time during that Director’s or Officer’s service, he or she shall promptly disclose the material facts of that Interest in writing to the President of the Board and Chair of the board work group or committee, if any, functioning as the Audit Committee (“the Committee”) of the Board.

(c) When any matter in which a Director or Officer has an Interest comes before the Board or any work group or committee of the Board for decision or approval, that Interest shall be immediately disclosed to the Board or the Committee by that Director or Officer.

### Definition of “Interest”

Whether a Director or Officer has an Interest in a matter shall be determined by whether that Director or Officer or a relative (or a concern with which such persons are associated) would have a significant economic interest, either directly or indirectly, in a decision on the matter by the Board or Committee. A person is associated with a concern if he or she participates in (including participating as an owner) or is affiliated with any corporation or other organization with which the Organization deals. An interest is not intended to include positions on legislative matters of general impact.

### Voting

No Director shall vote on any matter in which he or she has an Interest.

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## Non-Participation

The Board or members of a committee may, by majority vote, ask any Director or Officer who has an Interest in a matter not to participate, or to leave the room at the board meeting or committee meeting in which discussion regarding that matter is carried on; provided, however, that the interested Director or Officer may participate in any discussion regarding his or her exclusion.

## Attempts to Influence

Directors and Officers shall not attempt to influence other Directors or Officers regarding matters in which they have an Interest, without first disclosing that Interest.

## Contract Review

If a contract is proposed for approval by the Board in which a Director, Officer, staff member or their relatives or an organization with which such persons are associated (as defined above) is a potential contractor, regardless of amount (an "Interested Party Contract"), the Board or a committee designated by the Board shall review the contract and shall recommend that the Organization execute or not execute the contract. If a Board committee reviews an Interested Party Contract and recommends that the Organization not execute the Interested Party Contract, the Board subsequently may review the Interested Party Contract and may, by a majority vote of the disinterested Directors entitled to vote on the matter, decide that the Organization shall or shall not execute the Interested Party Contract. In reaching its decision, the Board or Committee shall adhere to the legal requirements applicable to approval of Interested Party Contracts. The crux of those requirements is that taking into account the terms of possible alternatives, the proposed contract is fair, reasonable and in the best interest of the Organization. All action regarding Interested Party Contracts shall be recorded in the minutes of the Board or the Board committee that reviewed the contract.

## Staff

The President or the Executive Director of the Organization is directed to apply to the staff rules and procedures consistent with the rules and procedures outlined above for Directors and Officers.

(questionnaire and signature on next 2 pages)



I hereby certify that I have read the accompanying policy on Conflicts of Interest, that I have been in compliance with it since the date of my since the date of my joining the Board of Directors (or of my last certification or of my employment, if applicable) and that the answers to the above questions are true and correct. I further acknowledge that it is my obligation to keep my response to the above questions current at all times by immediately notifying the President or the Executive Director of the Coffee Party in writing of any changes.

Please Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## BACKGROUND CHECK AUTHORIZATION

Please complete, include a copy of your driver's license and email to [Leadershipdevelopment@coffeepartyusa.com](mailto:Leadershipdevelopment@coffeepartyusa.com). This is a dedicated email for elections only. If you would prefer to fax or snail mail, please contact Leah at [leah@coffeepartyusa.com](mailto:leah@coffeepartyusa.com) for more info. Background checks must still be received no later than April 20, 2019.

### DECLARATION AND AUTHORIZATION FOR BACKGROUND CHECK

1. Have you ever been convicted (without the conviction later having been vacated) of any felony or misdemeanor as an adult? \_\_\_\_\_

2. Are there any criminal charges pending against you.? \_\_\_\_\_

If the answer to either question is yes, give dates and details below. Please use additional sheet(s) if necessary:

#### RELEASE FOR BACKGROUND CHECK:

I, \_\_\_\_\_, hereby authorize Coffee Party USA to investigate my background and qualifications for purposes of evaluating whether I am qualified for safe access to our websites and data. I understand that Coffee Party USA will utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of the company's choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my volunteer status may be denied.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Date)

Current Address

\_\_\_\_\_

Years at address \_\_\_\_\_ Months \_\_\_\_\_

Social Security# :

Date of Birth:

Please list any other addresses where you have lived for the last 7 years.

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