



Cover Page for Nomination Packet

Thank you for being so interested in becoming a candidate for the Anchorage Senior Activity Center (ASAC) Board of Directors. This cover note explains what is required of a candidate. Please understand the nature and scope of work required to serve on the Board of Directors. If elected, you must be willing and able to accept all the responsibilities of serving as a Board member.

Please read the following carefully.

Candidate Qualifications

The Bylaws of ASAC require that candidates must be members in good standing. You are in good standing if:

- (1) You have a current lifetime or annual membership,
- (2) You must not be in arrears in paying any money you owe ASAC; and
- (3) You must not have engaged in misconduct at ASAC that caused you to be disciplined or limited your participation in any ASAC activity, program, or event.

The Standing Rules, Art. III, sec 2(e) states: Members nominated and elected shall be able to receive and send emails to facilitate communications among Board members and between the Board and Executive Director. *It is also highly desirable that nominees be familiar with basic business practices, including reading and understanding budgets, financial statements, and planning documents.*

The Nomination Form

Please legibly provide all the information required. Your answers to questions numbered 1 - 8 will be published in the September Borealis and posted on the front lobby bulletin board during the election period.

Please attach a color photo of yourself that is clear and high-quality resolution. This will be published in the Borealis and on the bio posters on the front bulletin board. (If you do not have a recent photo, you may ask the front desk for a staff person to take a photo for you to use.)

Election Timeline

The nomination period opens Friday, June 30, 2023, and closes Friday, August 4, 2023, at 5 PM. Nominations must be filed either in the box at the front desk at ASAC during regular business hours or mailed to the BOD Secretary, Anchorage Senior Activity Center, 1300 East 19th Ave., Anchorage AK, 99501.

Mailed nominations must be postmarked no later than midnight, August 4.

Friday, June 30, 8 AM	Nomination Packets Available Nominations Open
Friday, Aug 4, 5 PM	Nominations Close - Candidate pictures must be emailed no later than Monday, August 7 th .
Monday, Aug 21, 8 AM	Candidate Profiles Posted in Main Lobby. Ballots are <u>Available</u> at Cashier's Office <u>and Mailed</u> to current members if an election is necessary.
Wednesday, Aug 16, 12 PM	Ice Cream Social Meet N Greet Candidates
Monday, Aug 21	Elections Open, if an election is necessary. Ballots are available at the Membership or Accounting Office and mailed to current ASAC Members.
Friday, Sept 29, 5 PM Deadline	<u>Last Day to Submit Ballot</u> voting for Board Election All Ballots must be postmarked by 11:59 PM September 29, 2023.
Tuesday, Oct 3, by 5 PM	Ballot Box is opened by Board Secretary or designee, and Membership Coordinator to verify the validity of ballots.
Wednesday, Oct 4, 10 AM	Ballot Counting
Thursday, Oct 5, 10 AM	New Board Members Announced Posted in Main Lobby
Wednesday, Oct 11, 10 AM	Board of Directors Meeting - New Directors Seated and Officers sworn in

Enclosed Sample Documents

Samples of the three documents you must sign when elected and renew annually if you are a Board member are set forth in the Standing Rules. The enclosed copies are for your information only. **Do not sign or return them.**

1. Conflict of Interest
2. Code of Ethics
3. Confidentiality Agreement
4. Oath of Office

Thank you for your interest in the election of the ASAC Board of Directors.



BOARD OF DIRECTORS NOMINATION FORM
(Use the back of the page if additional space is needed.)

I, (print name) _____, do hereby apply for nomination to the Board of Directors of Anchor AGE Center, d.b.a. Anchorage Senior Activity Center (ASAC). My home Address is _____

Home Phone _____ Cell Phone _____

Biographical information (It will be published in Borealis and on posters at ASAC)

1. I have lived in Alaska for _____ years.
2. I currently reside in (City) _____
3. I have been an ASAC member for _____ years.
4. My prior ASAC involvement includes: _____

5. My favorite activities at ASAC include: _____
6. I believe ASAC's role in the community should be: _____

7. My career was: _____
8. My email address is: _____
9. Please provide two (2) personal references.

As a candidate for election to the Board of Directors, I certify that:

- I am a member in good standing as defined by the Bylaws Article II, Section 1.
- I am a resident of Alaska and Anchorage or its immediate area and intend to remain so for the election term.
- I understand the provisions that apply to the Board and its members in the Bylaws and the Standing Rules.
- If elected, I will be able to devote the time and effort necessary to perform the duties and responsibilities required of a Board member and shall make a good-faith effort to do so.
- I can receive and send emails to facilitate communication among Board members and between the Board and Executive Director.
- **Please note:** when you sign this form and submit it for consideration, you agree to the abovementioned conditions.

(Signature) Date of submission _____

Reviewed and approved for completeness by BOD Secretary or designee: _____ Date _____

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BOARD OF DIRECTORS CODE OF ETHICS

The following Code of Ethics shall be signed and dated by each Board member at time of installation and retained in the Board's files throughout the preparer's term of office plus one year.

1. Code of Ethics:

As a member of the Board of Directors of Anchor-Age Center d.b.a. Anchorage Senior Activity Center, I will:

Represent the interests of all people served by this organization.

Not use the organization or my service on this Board for my personal advantage or for the personal advantage of my friends or supporters.

Keep confidential information confidential.

Approach all board issues with an open mind, prepared to make the best decision for the whole organization.

Do nothing to violate the trust of those who elected me to the Board or those who serve.

Focus my efforts on the mission of the organization and not on my personal goals.

Never exercise authority as a Board member except when acting in a meeting with the full Board or as delegated by the Board.

Refrain from using profanity in the presence of or directed at an employee of or member of the ASAC.

Treat all members, guests and employees of the ASAC with courtesy and respect and refrain from invidious discriminatory actions or words.

1. Confidential Information Defined:

The term "confidential information" in the Code of Ethics shall be deemed to mean any information obtained by virtue of being a director that is designated as such by the Board, the Executive Committee of the Board or the President or person acting in the President's stead. It shall also include information of a personal nature that, if disclosed prematurely, could be detrimental to an individual. Things such as unproven allegations of illegal or other improper behavior, potentially embarrassing actions or activities and pending adverse personnel actions are examples of such information.

Printed Name: _____ Date: _____

Signature: _____ *(This form consists of 1 page)*



CONFIDENTIALITY AGREEMENT

1. **Purpose.** This Confidentiality Agreement ("Agreement") is entered into between Anchor-Age Center, a non-profit Alaska corporation, d.b.a. the Anchorage Senior Activity Center ("ASAC"), and _____ ("Member"), a member of the ASAC who may become privy to information of a confidential nature for the purpose of preventing Member's unauthorized disclosure of such Confidential Information.
2. **Applicability.** The following Confidentiality Agreement shall be signed by the following:
 - a. The Board of Directors' Recording Secretary
 - b. Any ASAC Volunteer or member of an ASAC committee who may become privy to ASAC information of a confidential nature.

It shall be witnessed by an ASAC officer, dated and retained in the Board's files throughout the preparer's term of participation plus one year.

3. Definition of Confidential Information. For purposes of this Agreement, "Confidential Information" shall include all information obtained by Member as a participant in the activity requiring execution of this Agreement that is designated as such by the ASAC Board of Directors or an ASAC Officer. It shall also include information of a personal nature that, if disclosed prematurely without authority, could be detrimental to an individual. Things such as unproven allegations of illegal or other improper behavior, potentially embarrassing actions or activities and pending adverse personnel actions are examples of such information.

4. Exclusions from Confidential Information. Member's obligations under this Agreement do not extend to information that is: (a) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of Member; or (b) learned by Member through legitimate means other than participating in the activity requiring this Agreement; or (c) is disclosed by Member with approval of the ASAC Board or an ASAC Officer.

5. Obligations of Member. Member hereby agrees to hold and maintain Confidential Information in strictest confidence until and unless it becomes publically known through no fault of Member or its release is approved by the ASAC Board or an ASAC Officer. This obligation shall survive the termination of Member's participation in the activity requiring this Agreement.

(Signature) _____ (Date) _____

ASAC Officer Witness: (Signature) _____ (Title) _____

(This form consists of 1 page)



**BOARD OF DIRECTORS
INITIAL AND ANNUAL
CONFLICT OF INTEREST STATEMENT**

The following Conflict of Interest Statement shall be signed and dated by each Board member, Endowment Trust Fund Trustee and Key Employee at time of installation, reaffirmed annually and retained in the Board’s files throughout the preparer’s term of office plus one year.

1. Name: _____

2. Position: _____

Are you (circle yes or no): a voting Director? Yes No an Officer? Yes No

A Key Employee as defined in the ASAC Conflict of Interest Policy? Yes No

An Endowment Fund Trustee? Yes No

3. I affirm the following:

I have read and understand the ASAC Conflict of Interest policy. _____ (initial)

I agree to comply with the policy. _____ (initial)

Disclosures:

Do you have a financial interest in ASAC (past, current or potential) as defined in the ASAC Conflict of Interest policy? Yes No If yes, please describe it:

Do you have a family member, as defined in the ASAC Conflict of Interest Policy, who is a compensated employee of the ASAC or any ASAC affiliate? Yes No If yes, explain:

(Answer only if a director or trustee) Are you an Independent Director or Trustee, as defined in the ASAC Conflict of Interest policy? Yes No

If you are not, why?

Initial Signature _____ Date: _____



CONFLICT OF INTEREST ANNUAL REAFFIRMATION

Reaffirm only if there is no change. If any change, complete a new form.

Reaffirmation _____ Date: _____

Reaffirmation _____ Date: _____

Reaffirmation _____ Date: _____

Reaffirmation _____ Date: _____

Reaffirmation _____ Date: _____

Annual Review

Reviewed by Executive Committee:

Date: _____ Date: _____ Date: _____

Date: _____ Date: _____ Date: _____

SAMPLE

(This is page 2 of a 2-page form)

2023 BOARD OF DIRECTOR ELECTION TIMELINE

Do you know someone who would be a good Board Member? Nominate them! Nomination packets will be available from 8 AM on **Friday, June 30** through 5 PM on **Friday, August 4** from the Front Desk.

This year, we have **Three (3) three year** terms.

Members in good standing who wish to run for election for the ASAC Board of Directors may pick up a nomination packet at the front desk beginning Friday, June 30, 2023. Nominations can be filed in the election box labeled "Vote" by the front desk from **8 AM, Friday, June 30, 2023 through 5 PM, Friday, August 4, 2023**. The cover letter in the packet explains deadlines and candidate events.

The completed form, along with a passport-sized photo, must be filed in the Vote box by the front desk at ASAC, emailed to membership@anchorage seniorcenter.org or mailed to: Board Secretary, ASAC, 1300 East 19th Ave, Anchorage, AK 99501 before 5:00 p.m. on Friday, August 4, 2023. **If mailed to ASAC, the nomination form and photo must be postmarked no later than 11:59 PM on Friday, August 4, 2023.**

Important dates:

Ice Cream Social "Meet and Greet" the Candidates: Wednesday, August 16, 2023 beginning at 12 pm in the Starlight Ballroom.

Candidate Names and Bios Published: Friday, August 18, 2023 on the bulletin board at ASAC and appear in the September Borealis.

Ballots Mailed: Mailed to all members in good standing* by Friday, August 18, 2023 on Monday, August 21, 2023.

Voting: Eligible Members* may cast a vote between 8:00 a.m. Monday, August 21, 2023 and 5 p.m. Friday, September 29, 2023 in person or by mail. If you mail in your ballot, to be valid it must be postmarked no later than 11:59 PM, Friday, September 29, 2023.

*Per Bylaws, Article II Section 1. Membership, "voting members, who shall be fifty (50) years of age or older [at time of vote], are eligible to vote, serve as a director or officer of the ASAC, and to serve on any of its committees. For Responsibilities of Board Members, please see Article VI, Section 5. Board Powers and Duties of the Anchor-Age Center Bylaws available on our website or at the administration office.



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