

# EnglishUSA: Candidate Agreement Form

I hereby acknowledge that:

While participating in meetings as a Board member for EnglishUSA, my first allegiance, priority, and my fiduciary duties and responsibility are to EnglishUSA.

- Duty of Care: to be reasonably informed and to use sound information and judgment in making decision on the behalf of EnglishUSA
  - Duty of Loyalty: to put aside personal interests and act in the best interest of EnglishUSA
  - Duties of Obedience: to act in compliance with EnglishUSA's mission, bylaws and policies as well as legal and regulatory requirements <sup>1</sup>
- a. I must disclose all conflicts of interest as per the Conflict of Interest policy established by EnglishUSA.
  - b. I will adhere to the Board policies and expectations.
  - c. Except for extenuating circumstances, I will attend each and every required meeting, held virtually or in person.
  - d. I will prepare myself sufficiently for each and every meeting by thoroughly reading the background material that is provided.
  - e. I understand the requirements of the position and the general terms under which I will be asked to serve, if elected.
  - f. I have communicated with my employer that Board members are expected to attend all meetings and that we have agreed to serve with the understanding that we will receive some financial support from EnglishUSA (currently, \$2300.00/year), but that the allotted funds are not expected to cover all expenses for the three in-person board meetings. Service begins with the first Board meeting of the year (currently October) through the Board meeting during the NAFSA conference week at the end of May/early June.

Having acknowledged the above, I agree to serve EnglishUSA if elected by the membership for two or three years (depending on position). I acknowledge the significant commitment of time required in attending at least six Executive Board Meetings per year (2 virtual and 3 in-person), as well as time required to discharge my duties between Board Meetings.

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Name

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Signature

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Date

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<sup>1</sup> N. Axelrod, *The Governing Board: Key Responsibilities for Association Boards and Board Members* (Washington, D.C.: ASAE Association Management Press, 2013), 14-15