



## BOARD OF DIRECTORS COMMITMENT PLEDGE

I, \_\_\_\_\_ recognizing the important responsibility I am undertaking in serving as a member of the Board of Directors of Patrick Place, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations in my role as a Board Member.

I acknowledge that my primary roles are to contribute to defining Patrick Place's mission, govern the fulfillment of that mission and to carry out the functions of the office of Board Member and/or Officer as stated in the by-laws.

My role as a board member will focus on developing policies that will guide Patrick Place, and enable the House Manager to implement those policies.

I will exercise the duties and responsibilities of this office for my entire term with the utmost of integrity.

I pledge to:

- Establish as a high priority attendance at all board meetings, sub-committee meetings and Patrick Place functions, including training
- Intelligently discuss all issues and business at scheduled meetings, preparing myself to address all agenda items
- Respect the opinions of my peers and leave my personal bias out of all board discussions
- Always act in the best interests of Patrick Place and our community
- Represent Patrick Place in a supportive manner at all times in all places
- Display courteous conduct in all board and committee meetings
- Refrain from interfering with administrative issues that are the responsibility of management except to monitor the results and remediate activities in conflict with Patrick Place policies and mission statement
- Avoid conflicts of interest between my position as a board member and my personal life. Should such a conflict arise, I will inform the board of the issue and recuse myself from all matters on the issue at hand
- Support all actions taken by the Board of Directors positively, even if I am in a minority position on the matter

Signed/Date: \_\_\_\_\_



## RESPONSIBILITIES: BOARD OF DIRECTORS

Board members set policies and goals for Patrick Place and give the House Manager latitude to implement these policies in the day to day management of the Comfort Care Home. Individual members of the Board have no authority to act independently of the full Board. To allow individual(s) this independence would seriously damage Patrick Place's ability to carry out its mission, compromise the Board's cohesiveness and tarnish our organization's image in front of our constituents.

Board members are also "trustees" of Patrick Place, who approve an annual budget that ensures the Comfort Care Home can meet its immediate and future financial needs.

Individual Board Members need to attend and actively participate at all board meetings, serve as officers and/ work diligently on sub-committees so that Patrick Place can fully take advantage of all Board Members' talents and expertise. Board Members have, among their many duties, the responsibility to know and fulfill their proper role as a Board Member, acting only in the best interest of Patrick Place and its clients at all times.

Board Members are expected to have a role as contributors to Patrick Place and should anticipate that their effort will require 20 to 30 hours of active work per month split between formal meetings, research, sub-committee meetings and other efforts in support of the Comfort Care Home.

A board member has many additional responsibilities, among them to act as a voting member of board with full authority to develop policies, procedures and regulations to guide the operation of the Comfort Care Home, monitor its financial health, the programs and overall performance and provide the House Manager with the resources to meet the needs of our constituents.

### THE BOARD'S RESPONSIBILITIES:

- Establish policy
- Hire the House Manager, provide direction and ongoing review
- Ensure compliance with federal and state law and codes
- Secure adequate funding
- Monitor finances
- Create and update a long range plan for the organization
- Select and support the board's officers and review their performances
- Adopt key operating policies and procedures
- Approve contracts
- Fulfill the responsibilities of officers of a duly constituted corporation in the State of New York

### INDIVIDUAL MEMBER RESPONSIBILITIES:

- Attend all board meetings and activities, including special events, training and board retreats
- Become extremely knowledgeable about Patrick Place and its place in the community
- Be prepared for all meetings and be well informed about the issues on the agenda
- Positively contribute to all discussions
- At all times to act as a representative of Patrick Place, displaying the utmost commitment to our cause.

Patrick Place  
2006 Scottsville Chili Rd  
Scottsville NY 14546  
Email to: [cchpatrickplace@gmail.com](mailto:cchpatrickplace@gmail.com)



## Board Member Application Form

To the Board of Directors of Patrick Place, I hereby apply for a position on the Board of Directors:

Name (print): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

How long at this address? \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_

Workplace: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

How long at this Employer? \_\_\_\_\_ Phone \_\_\_\_\_

Why do you wish to be on the Board of Directors of Patrick Place? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Membership in other organizations:

Organization	Position	Duties	Term	Phone #

Return to:  
Patrick Place  
2006 Scottsville Chili Rd  
Scottsville NY 14546  
Email to: [cchpatrickplace@gmail.com](mailto:cchpatrickplace@gmail.com)

References:

Name

Phone #

Name	Phone #

Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Interview Date \_\_\_\_\_ Interviewer(s) \_\_\_\_\_

Accepted \_\_\_\_\_ Declined \_\_\_\_\_ Terms \_\_\_\_\_ Effective Date \_\_\_\_\_

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## NOMINATION FOR BOARD OF DIRECTORS

PLEASE PROVIDE ANY INFORMATION YOU HAVE

Nominee (print): \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone \_\_\_\_\_  
Email: \_\_\_\_\_  
Workplace: \_\_\_\_\_ Phone \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Position/Title: \_\_\_\_\_

Could contribute expertise in the following areas

Legal       Medical       Administration/Business Management  
 Financial Management       Education       Government       Planning  
 Fund Raising       Public Relations       Other (please list)

This person would be an asset to the board because / comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nominated by: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Is nominee aware of this nomination (circle):    YES                      NO

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