**EnglishUSA: Candidate Agreement Form**

(revised August 2023)

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 [[1]](#footnote-1)
	1. I must disclose all conflicts of interest as per the Conflict of Interest policy established by EnglishUSA.
	2. I will adhere to the Board policies and expectations.
	3. Except for extenuating circumstances, I will attend each and every required meeting, held virtually or in person.
	4. I will prepare myself sufficiently for each and every meeting by thoroughly reading the background material that is provided.
	5. I understand the requirements of the position and the general terms under which I will be asked to serve, if elected.
	6. 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, $900.00/year, adjusted if virtual meetings replace in-person meetings), but that the allotted funds are not expected to cover all expenses for the three in-person board meetings. Service begins July 1st.

Having acknowledged the above, I agree to serve EnglishUSA if elected by the membership for three years. I acknowledge the significant commitment of time required in attending at least 5-6 Executive Board Meetings per year (1 in-person and 4-5 virtual), as well as monthly committee service required to discharge my duties between Board Meetings.

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Name

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Signature

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Date

1. N. Axelrod, *The Governing Board: Key Responsibilities for Association Boards and Board Members* (Washington, D.C.: ASAE Association Management Press, 2013), 14-15 [↑](#footnote-ref-1)