



## Candidate Application for Learning Forward Board of Trustees

**Name:**

**Learning Forward Member #:**

**Job Title:**

**Employer:**

**Mailing Address:**

**City/State/Zip:**

**Cell phone:**

**Work Phone:**

**e-mail address:**

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The information provided below may be made available to Learning Forward members to help them in selecting candidates during elections. Please limit each response to a total of 100 words.

Contributions/service to Learning Forward (e.g., writing for publications, conference presentations, offices held):

Contributions to the field of professional learning (e.g., presentations, research, writing):

How will you advance the vision of the association?

**Return Candidate Application with a photo (head and shoulders only) in .jpeg format suitable for publication to:**

Joel Reynolds, Board Secretary  
at [joel.reynolds@learningforward.org](mailto:joel.reynolds@learningforward.org)

or mail to: Joel Reynolds, 17330 Preston Rd, Suite 106-D, Dallas, TX 75252

**Conditions of Candidacy: Board of Trustees Candidates**

As a potential candidate, I have reviewed the following board member responsibilities and duties, and I herein affirm that I am willing and able to fulfill the same should I be elected to office.

- Determine mission and vision
- Select the executive director
- Support and evaluate the executive director
- Ensure effective planning
- Protect assets and provide proper financial oversight
- Build a competent board
- Ensure legal and ethical integrity
- Enhance the organization’s public standing

Furthermore, I have read the attached Oath of Office and Board Norms, and I feel that I will be able to fully commit to the guidelines, responsibilities, and duties therein.

Additionally I understand that Learning Forward prides itself on the sense of community felt by its members and that the association values teamwork as it endeavors to serve the field of professional learning. To preserve these values and to promote equity in Learning Forward elections, I understand that Board of Trustee candidates are not allowed to formally or informally campaign for office and are required to observe the following conditions of candidacy:

- Candidates and their supporters must refrain from requesting either verbally or in writing the vote of Learning Forward members.
- Candidates and their supports are not permitted to distribute printed literature announcing or supporting their candidacy.
- Candidates and their supporters are not permitted to produce publications or displays highlighting the positive qualities of candidates whether or not Learning Forward candidacy is mentioned.
- Candidates and their supporters may not engage in any organized effort to promote or enhance the candidacy of any individual.

I hereby acknowledge that I have received and read the conditions of candidacy as defined by the Learning Forward Board of Trustees policy. I understand that I must abide by the conditions of this policy. If evidence of campaigning in this election, in violation of this policy, is presented to the board, then I understand that the board of trustees, in its sole discretion, may choose to disqualify me, without recourse, as a candidate for this office.

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Printed Name: \_\_\_\_\_

## **Board of Trustees**

### **OATH OF OFFICE**

#### **As a board member, I will:**

- Fulfill my roles and responsibilities as delineated in Board Policies;
- Adhere to Board of Trustees norms during board meetings;
- Support the executive director in his/her executive role;
- Respect and support the Bylaws, Policies, Operations, and Board decisions;
- Conduct myself in a spirit of collegiality and respect for the collective decisions of the Board and subordinate my personal issues to the best interests of Learning Forward;
- Honor confidentiality regarding discussions, comments, and deliberations; and
- Exercise the above responsibilities at all times and with due diligence, care, and skill in a reasonable and prudent manner.

#### **Removal from the Board:**

- Substantial breach of any part of this oath may result in my removal from the Learning Forward Board of Trustees.
- I will immediately resign my position as Board Trustee in the event that I, or my colleagues on the Board, have concluded that I have breached my Oath of Office.
- Should I resign from the Board, I will inform the President in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview with the President prior to my resignation.

Signature: \_\_\_\_\_(Signed upon election)\_\_\_\_\_ Date: \_\_\_\_\_

### **Board Norms / Code of Conduct**

- I will base my decisions on the Learning Forward vision and mission.
- I will listen, engage, and hold myself responsible for examining all points of view.
- I will use humor, as appropriate.
- I will air all disagreements during the meeting.
- I will work in community to seek consensus.
- I will be fully present during the meetings.