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*This application is for membership on the Miami-Dade Economic Advocacy Trust (MDEAT) Board only.*

Miami-Dade Economic Advocacy Trust (MDEAT) is a Miami-Dade County agency charged with stimulating economic growth through advocacy and socio-economic programs in underserved communities and the community-at-large. The Trust is governed by a Board of Trustees.

## MIAMI-DADE ECONOMIC ADVOCACY TRUST BOARD

### THE ROLE OF THE BOARD

The board is the governing body of Miami-Dade Economic Advocacy Trust. It provides the vision, mission, goals and the overall strategic direction of the agency. Thus, board members participate in broad policy development that guides the agency, its governance, and the work to help in the fulfillment of the agency's mission.

### PREPARATION

Board members are expected to **work diligently to understand the mission, purpose, goals and programs of the agency**. It is also expected that board members prepare for board and committee meetings by reviewing related documents and materials in understanding items before a vote.

### ACTIVE PARTICIPATION

Board members are expected to **regularly attend scheduled board meetings**, be available for consultation by phone and e-mail, and **serve on at least one committee** of the board. Board members are also expected to come prepared to discuss the issues and business at hand during meetings and attend annual strategic planning sessions. Further, board members are expected to actively participate in the agency's workshops, community events and fundraisers if applicable. Finally, board members should suggest agenda items periodically for board and committee meetings to ensure significant policy-related matters are addressed and the agency's work provides value to the community.

### AGENCY REPRESENTATION

Each board member serves as a de facto MDEAT ambassador. It is expected that board members help to promote the work and achievements of the agency within the community. Thus, board members are expected to represent MDEAT in the best possible way.

## UPHOLD THE BY-LAWS

It is the expectation that board members **abide by the agency's by-laws and other governing documents**. According to the by-laws, board members who miss three consecutive board meetings without proper notice or otherwise unable to fulfill obligations as a board member, are asked to submit a letter of resignation. Other similar mandates are outlined in the document.

## COMMITTEES

Committees carry out the mandates of the board. There are several committees. Three of them are action committees and are comprised of both board members and non-board members. These committees are the Youth Action Committee (YAC), Housing Advocacy Committee (HAC), and the Economic Development Action Committee (EDAC). Other board committees which are comprised of only board members are the Executive Committee and Bylaws Committee.

## ETHICS

**Board members must participate in ethics training.** It is a requirement for board members to avoid a conflict of interest or the appearance thereof and disclose any conflicts as soon as possible. Board members with conflicts of interest must remove themselves from voting on items of conflict or engaging in discussions related to a particular item at the general board level or at the action committee level. Further, board members are not allowed to accept offers or favors from entities doing business with the agency or county.

## BOARD DECORUM

Miami-Dade Economic Advocacy Trust exists to serve the community. All people related to the agency are working to fulfill that mandate. Therefore, **board members are expected to respect, listen to, and treat courteously all people involved with the agency**. These people include fellow board members, staff, consultants, grantees, and applicants.

## NOMINATION PROCESS

The nomination process is managed through **MDEAT Nominating Council**, a separate and independent entity of MDEAT. It always maintains a fair and open nomination process. **Membership is based on availability of positions and level of expertise in one of the agency's core areas of service.**

Applicants must be permanent residents, registered voters of Miami-Dade County, undergo a background screening, and must have reputations of integrity and community service and must not be serving on more than two boards created by the Miami-Dade Board of County Commissioners, unless the Commission has by unanimous vote approved the appointment after being advised of all other County board(s) upon which the person sits, provided, however, a person serving on any one of the following boards shall not serve on any other County board simultaneously except as provided by ordinance: Community Council; Community Zoning Appeals Board; Planning Advisory Board; Citizens' Independent Transportation Trust; Housing Finance Authority; Independent Review Panel; Industrial Development Authority; Health Facilities Authority; Educational Facilities Authority; Commission on Ethics and Public Trust; Environmental Quality Control Board; The Children's Trust; and the Public Health Trust. Notwithstanding the foregoing, a person is prohibited from serving on a county board where such service would violate federal or state law, the Miami-Dade County Home Rule Charter or county ordinance.



## Board Membership Application

### APPOINTMENTS

Within three months of appointment, new board members are required to complete the MDEAT New Member Orientation and Training; Miami-Dade Commission on Ethics and Public Trust Mandatory Ethics Training; and Miami-Dade County Sexual Harassment Training Course. Each year, committee members are also required to submit a Financial Disclosure Statement to Miami-Dade County.

### Contact and Demographic Information

*This is the application for membership on the Miami-Dade Economic Advocacy Trust (MDEAT) board only.*

**PLEASE ATTACH A COPY OF YOUR RESUME OR PROFESSIONAL PROFILE TO YOUR APPLICATION PACKAGE.**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Employer (if applicable): \_\_\_\_\_ Occupation/Title: \_\_\_\_\_

Business Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ Fax: \_\_\_\_\_

Home Email: \_\_\_\_\_ Business Email: \_\_\_\_\_

► Where may we contact you confidentially? ☐ Home ☐ Cell ☐ Email ☐ Work ☐ Other: \_\_\_\_\_

► Gender: ☐ Male ☐ Female

► Race/Ethnicity: ☐ White/Non-Hispanic ☐ Black/Non-Hispanic ☐ Hispanic ☐ Asian/Pacific Islander  
☐ American Indian/Alaska Native ☐ Other (specify) \_\_\_\_\_

► Are you an officer, employee, representative or consultant to any MDEAT program -funded provider? ☐ Yes ☐ No

► Are you a member of any other county boards? ☐ Yes ☐ No

If yes, please list \_\_\_\_\_

► Are you presently a party in a lawsuit filed against Miami-Dade County? ☐ Yes ☐ No If yes, please describe the nature of the lawsuit: \_\_\_\_\_



## Board Membership Application

Please briefly describe your area of expertise and how you are able to help advance the mission of MDEAT.

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### **Miami-Dade County Voter Registration Verification**

*Members of the Miami-Dade Economic Advocacy Trust (MDEAT) board must be permanent residents and registered voters of Miami-Dade County. A copy of your Miami-Dade County Voter Identification Card must be included with your application.*

COPY VOTER REGISTRATION HERE

## Statement of Commitment

As a MDEAT board member I agree to:

- ▶ Complete the Miami-Dade Commission on Ethics and Public Trust Mandatory Ethics Training within three months of appointment.
- ▶ Complete the MDEAT New Member Orientation and Training within three months of appointment.
- ▶ Complete the Miami-Dade County mandatory Sexual Harassment Training Course within three months of appointment.
- ▶ Abide by the MDEAT Bylaws, Ordinance and other related governing documents along with relevant policies and procedures, including:
  - Attending monthly board meetings (approximately 2 hours) from beginning to adjournment.
  - Attending monthly meeting(s) of the committee(s) to which I am appointed from beginning to adjournment (approximately 2 hours).
  - Preparing for meetings by carefully reviewing all pre-distributed materials (approximately 1 hour).
  - Providing relevant information regarding MDEAT service needs and priorities for planning and resource allocations.
- ▶ Treat fellow board members, committee members, staff and visitors with respect.
- ▶ Put aside special interests or personal perspectives and make recommendations for the economic advancement of Miami-Dade County's economically underserved community.
- ▶ I understand that this information will become public record and may be discussed in open, public meetings. The Florida Government in the Sunshine Law requires open discussion in a public forum. In addition, I further understand that any documents submitted in conjunction with this application may be disclosed pursuant to Chapter 119.07 of the Florida Statutes (Florida Public Records Act).
- ▶ I understand and consent to MDEAT conducting a criminal background screening to determine my eligibility to serve as a board member.

I, (print your full name) \_\_\_\_\_, certify I have thoroughly read this application and will abide by the rules and regulations governing Miami-Dade Economic Advocacy Trust (MDEAT). I further certify that all the statements made in this application are true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (Application valid for 6 months from this date)



## Board Membership Application

Please mail your completed application including a current copy of your Miami-Dade County Voter ID Card AND resume or professional profile to, Miami-Dade Economic Advocacy Trust | Attn: MDEAT Board Member Application | 601 NW 1<sup>st</sup> Court, Suite 2132 | Miami, FL 33136; or send a complete application package via email to [MDEATInfo@MiamiDade.gov](mailto:MDEATInfo@MiamiDade.gov)

### **Acknowledgement and Authorization for Criminal Background Check**

As a condition of my application for appointment to the Miami-Dade Economic Advocacy Trust ("Trust"), I understand that Miami-Dade County through the Commissioner Auditor's Office will conduct a criminal background check on me to determine my eligibility to be appointed to the Trust. By signing this Acknowledgement and Authorization, I authorize Miami-Dade County by and through the Commissioner Auditor's Office, to access such information as may be necessary to complete a criminal background check.

I release from liability all persons and entities supplying such information. I indemnify the Trust against any liability which may result from making such requests. I agree that a fax or photocopy of the Acknowledgment and Authorization with my signature will be accepted with the same authority as the original.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (Application valid for 6 months from this date)

\_\_\_\_\_  
Print Name

Thank you for your submission