



County of Winnebago, Illinois Board Appointment Agreement

On [Board Meeting Approval Date], as recommended by Chairman Frank Haney, the Winnebago County Board authorized the appointment of [Name of Appointee] (“Appointee”) to serve on the [Board Name] from [Term Start Date] to [Term End Date].

By this agreement, the Appointee agrees to:

1. Swear to uphold and sign before a notary the enclosed Oath of Office
2. Read, agree to, sign, and return this signed agreement
3. Provide a Corporate Surety Bond in the amount \$_____. A Certificate of Insurance is acceptable documentation—obtainable through insurance provider
4. Annually file, with the Winnebago *County Clerk*, the required *Statement of Economic Interest*
5. Disclose to the County Board Chairman any **conflict of interest** that may arise during the term of service, including but not limited to financial or relational affiliations
6. Keep contact information current with the County Board Office
7. Prepare for and participate in Board meetings, attending no less than 51% of regular meetings of this board
8. In case of change, forward to the County any changes in the Board bylaws (if any)
9. Forward to the County Board Office a copy of the Board’s annual report and membership roster (in absence of an annual report, provide a memo summarizing the Board’s major achievements and goals)
10. Provide further information, if requested

Upon completion, **submit items 1-14** to Winnebago County Board Office, Attention: Board Appointments, 404 Elm St, Rm 533, Rockford, IL 61101.

Appointees are encouraged by the County Board Chairman to:

1. Adhere to the basic tenants of the **Chairman’s ACT Initiative** to ensure that the entity you are being appointed to is:
 - a. **Accountable** to taxpayers through high ethical and professional standards as well as sustainable financial planning
 - b. **Collaborative** with other public entities including Winnebago County; especially when it comes to exploration consolidation, functional consolidation, resource sharing, joint purchasing, etc.)
 - c. **Transparent** in communication with your board and community at a level considered best practice
2. Promote Board compliance with the requirements of the Open Meetings Act. Register for and complete the Illinois Attorney General’s Open Meetings Act training at

<http://foia.ilattorneygeneral.net>. Print or save your certificate and submit to the County Board Office.

The Appointee understands:

- Appointment to the Board does not imply any special rights or privileges
- If unable to fulfill the commitment of this office, failure to resign from service may disqualify the Appointee from future appointments by the County; failure to fulfill the duties of this office may otherwise result in removal

By this agreement, the County of Winnebago agrees to:

1. Provide to the Appointee information deemed by the County Board Chairman to be beneficial to the Appointees role on this Board
2. Keep record of information and materials provided responsive to the terms of this agreement

By signing this agreement, the Appointee accepts the appointment and agrees to fulfill to the best of their ability the duties of this office, as listed herein.

By: _____

By: _____

Frank Haney

Title: _____

Title: **Winnebago County Board Chairman**

Date: _____

Date: _____

SAMPLE