

## Official Statement for Board Candidates and Official Members

Dear potential board members and aspiring official members,

We are pleased that you are considering joining the Board of Directors or Advisory Board of Hispanic Image Smart Women Biz Hub, an organization committed to empowering Hispanic women entrepreneurs and professionals. To ensure that all candidates are well-informed and aligned with our values and requirements, we have outlined the following criteria for your consideration:

### Membership Requirements for the Board of Directors and Advisory Board:

1. **Active Membership:** You must be an active member of Hispanic Image Smart Women Biz Hub for at least 3 years with a current and paid membership.
2. **Business Experience:** You must own a business operating for at least 3 years, with all licenses and tax obligations in order.
3. **Legal Status:** You must have legal status in the country that allows you to serve in a leadership position in a nonprofit organization.
4. **Clean Record:** A background check will be conducted through the CORI (Criminal Offender Record Information) process to ensure that all candidates have a clean record.
5. **Non-Leadership in Other Nonprofit Institutions:** To avoid potential conflicts of interest, members or directors of Hispanic Image Smart Women Biz Hub are not allowed to hold leadership positions in other nonprofit institutions while they are members of our board.
6. **Respect for Activity Dates:** No member or director should schedule events or activities that conflict with the dates of our established activities, such as our monthly breakfasts on the first Wednesday of the month and our annual gala on the first Saturday of October. If someone cannot attend, a valid excuse must be provided. It is also essential that the board and members support and promote our activities rather than choosing similar or overlapping dates for personal or other organizational events that may compete with our scheduled activities.
7. **Protection of Intellectual Property:** No member or director should copy, replicate, or use the organization's events, marketing, image, or other intellectual assets without express permission. This includes using the organization's logos, which should not be used without permission.

8. **Letters of Reference:** Candidates must submit reference letters from at least 5 individuals who can attest to their experience in other nonprofit organizations, financial institutions, churches, or other relevant entities. These letters should highlight the candidate's integrity, skills, and capabilities.

### **Non-Compete Clause:**

9. **Non-Compete Clause:** Any member or director who leaves the organization commits not to engage in any activity that is in direct competition with the interests of Hispanic Image Smart Women Biz Hub for a period of [specify the period, for example, 2 years] from the date of their departure. This includes not participating in similar organizations or businesses that may harm the interests of our organization.

### **Requirements for Becoming Official Members:**

In addition to the requirements for the board and advisory board, it is important for aspiring official members to understand the membership admission process:

1. **Screening and Interview Process:** Aspiring official members must undergo a screening and interview process with the executive board, the president, and the organization's founder. This will ensure alignment of values and commitment to our mission.

2. **Presentation and Questions:** After the interviews, aspiring members must prepare a presentation in front of all members and the board, explaining why they want to become official members and answering questions from members and the board. This process is essential to determine the suitability of the applicants.

3. **Admission and Member Pin:** Those who successfully pass the interview and presentation process will be admitted as official members of Hispanic Image Smart Women Biz Hub and awarded the member pin.

### **Hiring Procedures:**

13. **Hiring Procedures:** To be hired by the organization to provide services through your company, a written application must be submitted. However, it is important to note that the organization reserves the right to reject any application and can hire the most suitable candidate to meet the organization's needs. The individual or company hired must be properly prepared and have all licenses and statuses in order with the organization. In addition, a detailed contract specifying the terms and conditions of the service will be required. All communication related to contracts and agreements must be via email and in written contract format.

**Privacy and Confidentiality:**

14. **Privacy and Confidentiality:** To protect the integrity of our organization and our members, it is essential that all members and directors maintain the confidentiality of the organization's privileged information. Violation of confidentiality may result in disciplinary measures and possibly expulsion from the organization.

We hope these guidelines help you prepare and better understand the vision and mission of Hispanic Image Smart Women Biz Hub. If you have any questions or need further guidance, please do not hesitate to contact us.

I, \_\_\_\_\_ hereby agree to the following policies and laws of Hispanic Image Smart Women Biz Hub