



Newark Land Bank Community Advisory Board Membership Application

Thank you for your interest in becoming a Newark Land Bank Community Advisory Board member. Before you complete the attached application, please take a few moments to read the following overview:

Why is there a Community Advisory Board?

The purpose of the Community Advisory Board (CAB) of the Newark Land Bank (NLB) is to provide feedback regarding the decisions of the NLB. The CAB serves solely in an advisory role to the NLB.

Who Can Become a Community Advisory Board Member?

Candidates must be a representative of a recognized community association or a non-profit organization operating within the City of Newark

Term of Appointment:

Term of appointment for CAP members is a 2-year term with an opportunity for renewal.

Meetings:

The CAB will meet quarterly via a remote platform. Additional meetings may be held at the discretion of the CAB or at the request of NLB.

Responsibilities of CAB Members:

- Providing advice regarding Land Bank operations
- Annual reporting on the accuracy, integrity, accessibility, and comprehensiveness of the Land Bank website
- Attending community meetings and functions
- Informing the community of the Land Banks purpose, policies, programs, and events
- Distributing information about the Land Bank to the community
- Communicating community-wide feedback to the Land Bank on the impact, reception, and perception of its policies and programs
- Notifying the Land Bank of community programs and events that are relevant to the Land Bank's mission

Application Requirement:

Interested applicants must submit a completed membership application and certification, and consent to a background check.

Submit completed applications via email to Annette Muhammad at amuhammad@investnewark.org

For additional information, please email nlbinfo@investnewark.org

Date: ___ / ___ / ___

Applicant Name	
Street Address	
City/State/Zip Code	
Email Address	
Telephone Number	

How did you hear about the NLB Community Advisory Board? NLB website, community event, recommendation (by whom), Other...		
List any neighborhood, community, civic, professional, business, religious, social, athletic, or other organizations of which you are or have been a volunteer member.		
Resume attached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Statement of Interest. Please explain why you would like to serve on the CAB		

ACKNOWLEDGEMENT: I have read and understand all the items contained in this application and have supplied full and complete answers to each item therein to the best of my knowledge. I am aware that any materially false statements willfully or fraudulently made in connection with this application may result in rendering the applicant ineligible to serve as a Newark Land Bank Community Advisory Board member. I further understand that completion of this application does not ensure my acceptance to the NLB CAB.

Applicant Signature

Date

FOR OFFICE USE ONLY	
Candidate Referred: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, by whom: _____	
Date Application Received: _____	Date Review Completed: _____
Candidate Approved: Yes <input type="checkbox"/> No <input type="checkbox"/> (If No, state reason on the back of <u>this</u> application page)	
_____ Selection Committee Member	_____ Date

**CERTIFICATION CONCERNING CONFLICTS OF INTEREST AND
COMPLIANCE WITH POLICY AND GUIDELINES FROM COMMUNITY
ADVISORY BOARD (CAB) MEMBERS AND AUTHORIZATION TO
PERFORM A BACKGROUND CHECK**

I, _____, agree to the following in order to be considered for a position on the Community Advisory Board (“CAB”):

1. I confirm that I have not been charged with a crime within the past seven (7) years.
2. I hereby authorize Invest Newark and its agents to investigate my background and qualifications for purposes of evaluating whether I am qualified to serve on the Community Advisory Board for the Newark Land Bank. I understand that Invest Newark and its agents may utilize an outside firm or firms to check such information. I expressly authorize such an investigation by information services and external entities of the company's choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application will not be processed further.
3. I understand that Invest Newark may make inquiries regarding my background, including criminal history. I agree to release Invest Newark from any and all liability for damages arising from the investigation and disclosure of the requested information. Further, I release and discharge all liability from companies, agencies, officials, officers, employees, and other persons, who in good faith, provide to Invest Newark the above-mentioned information as requested in order to complete a background investigation successfully. By agreeing to these terms, I permit Invest Newark to use a photocopy, fax, or electronic copy of this authorization.
4. I acknowledge CAB members are required to sign a Non-Disclosure Agreement (NDA) to serve on the board.
5. I understand that CAB members are required to adhere to the Conflict of Interest Policy outlined below. I agree to comply with the policy if selected to serve on the Community Advisory Board.
 - a. CAB members must recuse themselves from discussions, votes, or internal discussion on matters relating to any organization, entity or individual where their impartiality in the deliberation or vote might be reasonably questioned, and are prohibited from attempting to influence other CAB members in the deliberation.
 - b. CAB members shall not use or attempt to use their position on the CAB to secure unwarranted privileges for themselves, members of their family, or others.
 - c. CAB members are not permitted to directly or indirectly conduct business or any financial transaction in connection with the Newark Land Bank, whether it be on a personal or business basis. Any CAB member that violates this policy, shall face immediate termination from the CAB.
 - d. In the event that a CAB member is indicted or criminally charged, that CAB member shall immediately step down from his or her position until such time as the indictment or criminal charges have been concluded. In the event that the indictment or criminal charge

is concluded favorably to the CAB member, that person may be permitted to return to the position upon approval by the Selection Committee if a vacant seat is available on the CAB. In the event that a CAB member shall be convicted or plead guilty to a criminal charge, the termination from the CAB shall remain permanent.

- e. I agree to comply with all policies and guidelines set forth in the Newark Land Bank Community Advisory Board Policy if selected to serve on the CAB.

By selecting this box, I acknowledge that I understand and will adhere to the Conflict of Interest policy outlined above.

I have read, understood, and agree with the statements outlined above. I understand that Invest Newark will perform a background check to confirm the veracity of the information provided in this application and the attached certification. I am aware that any materially false statements willfully or fraudulently made in connection with this application may result in rendering the applicant ineligible to serve as a Newark Land Bank Community Advisory Board member.

Signature:

Date