LIFT COMMUNITY ACTION AGENCY, INC.
CODE OF CONDUCT

Preamble

LIFT Community Action Agency ("CAA") is committed to the highest level of integrity and the highest standards of ethical conduct in all of its activities and dealings. It is important for LIFT CAA directors, officers, and employees to be aware that both real and apparent conflicts of interest or dualities of interest sometimes occur in the course of conducting the affairs of the organization and that the appearance of conflict can be troublesome even though there is in fact no legal conflict of interest.

Conflicts occur because the many persons associated with LIFT CAA should be expected to have, and do in fact generally have multiple interests and affiliations and various positions of responsibility within the community. In these situations, a person will sometimes owe identical duties of loyalty to two or more organizations. Conflicts are undesirable because they potentially place the interest of others ahead of the agency's obligations to the public interest. Conflicts are also undesirable because they often reflect adversely upon the person involved and upon the institutions with which they are affiliated, regardless of the actual facts or motivations of the parties. However, the long range best interest of the agency do not require the termination of all association with persons who may have a real or apparent conflicts that are harmless to all individuals or entities involved.

The purpose of the Code of Conduct is to provide guidance to LIFT CAA's directors, officers, and employees so that LIFT CAA can maintain the highest level of integrity and the highest standards of ethical conduct. Each director, officer and employee of LIFT CAA is urged to review carefully this Code of Conduct and make every effort to adhere to it. Certain provisions of this Code of Conduct, as indicated, apply only to directors, officers, and management employees.

I. Gifts to Directors, Officers, and Employees.

The acceptance by any director, officer or employee of money, services or any other thing of value offered by a representative, person or entity which (1) does business with LIFT CAA (or any person or entity which potentially could do business with LIFT CAA) or (2) has applied for a grant or potentially could apply for an upcoming grant from LIFT CAA is prohibited. The offer of any such benefit must be reported immediately to the Chair. Notwithstanding the forgoing, it is understood that an officer or employee of LIFT CAA may receive unsolicited gifts of modest value from persons doing business with LIFT CAA, such as Christmas gifts of modest value. It is also expressly understood that this policy does not preclude business meals or nominal entertainment on an infrequent basis.

II. Confidentiality of Information.

LIFT CAA's directors, officers and employees owe a duty of loyalty to LIFT CAA. The duty of loyalty requires each director, officer and employee of LIFT CAA to respect the confidentiality of information gained in the course of board activities or employment. No director, officer or employee shall use
information received in the course of serving LIFT CAA if the personal use of such information would be detrimental in any way to LIFT CAA.

III. **Conflicts of Interest.**

A. Directors.

Any possible conflict of interest of any director (or member of the director's immediate family) shall be fully disclosed to the other directors and made a matter of record. When any such possible conflict of interest becomes relevant to any matter requiring Board of Directors or committee action, it shall be called to the attention of the board or committee and, if any question is raised as to whether a conflict of interest exists, the potentially interested person shall leave the meeting while the matter is discussed and voted upon. The remaining members shall decide if a conflict of interest exists. If the remaining members determine that a conflict of interest exists, or if no such vote is taken because a conflict of interest clearly exists, the director shall not vote on the matter in which he or she (or a member of his or her immediate family) has has a possible conflict of interest, shall not use personal influence to affect the vote and shall leave the room during the final discussion and vote on the matter. However, any director who is excluded from voting because of such possible conflict of interest may answer any pertinent questions of other directors or committee members when the director's knowledge of the matter may assist the board or committee in making its determination. Any vote approving a transaction that involves a possible conflict of interest should include a determination by the disinterested directors that the transaction is the best interest of LIFT CAA and is fair in all respects to LIFT CAA. The minutes of the meeting shall reflect that a disclosure was made and the nature of the disclosure, that the interested director abstained from voting and left the room for the final discussion and vote, and that the interested director abstained from the action taken to determine whether a conflict of interest existed, if any.

B. Committee Members.

The provisions of this policy applying to directors also shall apply to any person who is not a director but who is at any time serving as a member of any committee.

C. Officers and Management Employees.

Each officer and management employee has a duty to make full disclosure to the Board of Directors of any possible conflict of interest (or that of a member of his or her immediately family) any matter as to which the officer or employee provides recommendations or advice to the Board of Directors.

D. Types of Conflicts of Interest.

A particularly important type of possible conflict of interest arises when a director, officer or management employee holds a direct or indirect financial interest in (or will receive a benefit from) a business firm furnishing services, materials, or supplies to LIFT CAA or that is seeking grant funds from LIFT CAA. A direct financial interest is the receipt of remuneration of any sort. An indirect financial interest exists if a party conducting business with LIFT CAA is an entity:
1) in which LIFT CAA's director, officer or management employee (or a member of his or her immediate family) has a material financial interest;
2) with which LIFT CAA's director, officer or management employee (or a member of his or her immediate family) has a substantial business relationship; or
3) of which LIFT CAA's director, officer or employee (or a member of his or her immediate family) is an officer, director, general partner or employee.

It is understood that a director, officer or employee may be a direct or indirect party to a transaction with LIFT CAA which might create or provide the appearance of a conflict of interest, as above defined, if all the above disclosure and other requirements are met and if the transaction is fair to LIFT CAA.

IV. Use of LIFT CAA’s Services, Property or Facilities for Personal Purpose.

No director, officer, or employee shall make use of LIFT CAA's services, property or facilities for any purpose that is not related to LIFT CAA's purposes.

V. Political Activities.

No director, officer or employee of LIFT CAA in the name of LIFT CAA or under the color of the official capacity or authority of LIFT CAA shall:

1) participate or become actively involved in any campaign or in any other type of political activity, or
2) provide financial support for, or make contributions to or for the benefit of any political candidate, political party, or political action committee or provide financial support for or make contributions in support of any political objective.

Notwithstanding the foregoing, LIFT CAA recognizes that each of its directors, officers, and employees has the right as a citizen to become involved in his or her individual capacity in the political process in Oklahoma and on a national and local basis. Any such participation or involvement by any person in a political campaign or other type of political activity or any contribution to or any other financial support of a political candidate or any other type of political contribution or support shall only be carried on or provided in an individual capacity.

VI. Compliance with Code of Conduct.

Each director, officer, and employee of LIFT CAA shall receive a copy of the Code of Conduct. Each such person shall be required to complete the disclosure statement and also shall certify that he or she has read the Code and agrees to comply with all standards and requirements set forth herein.
LIFT COMMUNITY ACTION AGENCY, INC.
DISCLOSURE

- Board Member Name: ________________________________
  Spouse Name: ______________________________________

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- List below all public and/or private companies or partnerships in which any individuals listed above currently have a material financial interest, employment, board membership, or any other direct relationship.

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- List below all 501(c)(3) organizations or sub-divisions of government in which any individual listed above currently have any direct relationships with, such as employee, officer, director, fund campaign chair or section leader, or special event planning.

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Signed: ________________________________ Date: __________________________
LIFT COMMUNITY ACTION AGENCY, INC.

Governing Board Policy Addendum for Board Member Conflicts of Interest

LIFT CAA Board members will meet the following Conflict of Interest requirements:

1. Are not current or former employees of LIFT CAA, or members of their immediate families are not employees of LIFT CAA, or related to employees, and not vendors for LIFT CAA other than under exceptions provided by law. Related or immediate family members are specifically defined for this policy as Spouse, Mother or Father, Brother or Sister, Grandparent or Child.

2. Have no financial conflict of interest with LIFT CAA.

3. Receive no compensation for serving on the governing body or for providing services to LIFT CAA.

4. Operate as an entity independent of staff employed by LIFT CAA.

Should a Conflict of Interest be determined, the Board of Directors will resolve the Conflict of Interest by either determining that the Conflict has been resolved and does not now exist or that the board membership has been terminated.

I, ________________________________, hereby state that I have received and read the Code of Conduct (including the Conflict of Interest Policy) of LIFT CAA. I agree to comply with all provisions of the Code of Conduct during the period of my tenure with the organization.

If I become aware of an actual or potential conflict of interest, I will notify and disclose the circumstances to the Executive Director.

______________________________  ________________
Signature                     Date
LIFT CASA  
Conflict of Interest Policy

This conflict of interest policy is designed to help directors, officers and employees of LIFT CASA identify situations that present potential conflicts of interest and to provide CASA with a procedure that, if observed, will allow a transaction to be treated as valid and binding even though a director, officer or employee has or may have a conflict of interest with respect to the transaction. Capitalized terms which are undefined have the meaning ascribed to them in Section E of this policy.

A. Conflict of Interest Defined. For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:

1. Contracts or Transactions with CASA.
   (a) A Contract or Transaction between CASA and an Associated Person or Family Member; or
   (b) A Contract or Transaction between CASA and an entity in which an Associated Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative.

2. Competing Activities
   (a) An Associated Person competing with CASA in the rendering of services or in any other Contract or Transaction with a third party; or
   (b) An Associated Person’s having a Material Financial Interest in, or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative of, or consultant to, an entity or individual that competes with CASA in the provision of services or in any other Contract or Transaction with a third party.

3. Gifts, Gratuities and Entertainment. An Associated Person accepting gifts, entertainment or other favors from any individual or entity that:
   (a) does or is seeking to do business with, or is a competitor of CASA; or
   (b) has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from CASA;

under circumstances where it might reasonably be inferred that such action was intended to influence or possibly would influence the Associated Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of CASA.

Approved by Board of Directors February 9, 2016
B. Procedures for Addressing Conflicts of Interest.

1. Full Disclosure. Prior to Board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.

2. Disclosure in Event of Absence. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the Board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the Chair of the meeting all facts material to the Conflict of Interest. The Chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

3. Abstention from Discussion. A person who has a Conflict of Interest shall not participate in or be permitted to hear the Board’s or committee’s discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

4. Abstention from Voting. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a Board or committee meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person’s ineligibility to vote shall be reflected in the minutes of the meeting.

5. Non-Board Members. Associate Persons who are not members of the Board of Directors of CASA, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to the Chair or the Chair’s designee any Conflict of Interest that such Associated Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Associated Person. The Associated Person shall refrain from any action that may affect CASA’s participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair’s designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

C. Confidentiality. Each Associated Person shall exercise care not to disclose confidential information regarding CASA acquired in connection with such status or information the disclosure of which might be adverse to the interests of CASA. Furthermore, an Associated Person shall not disclose or use information relating to the business of CASA for the personal profit or advantage of the Associated Person or a Family Member.

D. Initial and Annual Disclosure and Review.

Approved by Board of Directors February 9, 2016
1. **New Board Members, Officers and Employees.** Each new Associated Person shall be required to review a copy of this policy and to acknowledge in writing that he or she has done so. In addition, each such person shall complete a disclosure form, in the form attached to this policy, identifying any relationships, positions or circumstances in which the Associated Person is involved that he or she believes creates or could contribute to a Conflict of Interest. Any such information regarding business interests shall be treated as confidential.

2. **Annual Disclosure.** Each Associated Person shall annually complete a disclosure form, in the form attached to this policy, certifying that such person has reviewed this policy and identifying any relationships, positions or circumstances in which the Associated Person is involved that he or she believes creates or could contribute to a Conflict of Interest. Any such information regarding business interests of an Associated Person or a Family Member shall be treated as confidential.

3. **Annual Review.** This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated promptly to all Associated Persons.

E. **Definitions.** For purposes of this policy:

1. “Associated Person” means any person serving as an officer, employee or member of the Board of Directors of CASA.
2. “Conflict of Interest” means any circumstance described in Section A of this Policy.
3. “Family Member” means a spouse, domestic partner, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an Associated Person.
4. “Material Financial Interest” means an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Associated Person’s or Family Member’s judgment with respect to transactions to which the entity is a party. This includes all forms of compensation.
5. “Contract or Transaction” means any agreement or relationship involving the sale, provision or purchase of goods, services or rights of any kind, the providing or receipt of a loan or the establishment of any other type of pecuniary relationship. The making of a gift or contribution to CASA is not a Contract or Transaction.
LIFT CASA
Conflict of Interest Certification Form

Please describe below any relationships, positions or circumstances in which you are involved that you believe could create or could contribute to a Conflict of Interest (as defined in LIFT CASA’s Conflict of Interest Policy):

I, the undersigned, hereby certify that the information set forth above is true and complete to the best of my knowledge as of the date hereof. I further certify that I have reviewed, and agree to abide by, LIFT CASA’s Conflict of Interest Policy, as currently in effect.

Signature: ________________________________ Date: ______________

Name (please print): ________________________________

Approved by Board of Directors February 9, 2016
LIFT Community Action Agency, Inc.
Employee List (as of 1/10/2022)

ABNEY, KEILY K.
ADAMS, JENNIFER D.
ALLEN, AMBER N.
ALLEN, JODIE M.
ANNA, SARAH
ARNOLD, CHERDORYE D.
ATWOOD, DIANNA M.
BAILEY, BRITTANY
BARCHERS, SANDRA J.
BARGER, LAUREN
BARTLETT, PAUL
BATES, WILLIAM
BEARD, ELFUNZO
BELL, DINA
BILLS, WHITNEY D.
BILLY, BRANDEN
BILLY, SHAINA
BLOODWORTH, MEGAN
BOND, RAKELLE
BOSTIC, JANETRA
BOUNDS, MICHAEL D.
BRANTLEY, CHANEL S.
BROWN, AMANDA
BROWN, GABRIELLE
BROWN, LORA M.
BRUCE, ANITA
BUCHANAN, JACEY D.
BURKE, RITA S.
BURLESON, MISTY
BUSTER, CAROL A.
CALDWELL, JAMES
CANNON, JENNIFER
CARRELL, ARIEL M.
CARROLL, NATHANIEL
CARROLL, ROBERT A.
CARTER, KIMBERLY D.
CASH, ELLEN
CATHR, BERNADETTE
CHANEY, ROBERT E.
CHEEK, SHERRISSL A.
CLARK, RYLE P.
CLARK, TASHA L.
COLE, LANETTE F.
COLEMAN, BEVERLY S.
COLEMAN, KENESHA
COLLINS, RHONDA S.
COREY, LISA D.
COURTWRIGHT, MACY
COWEN, BLYTHE S.
COX, KINSEY
CRAVEN, AMY N.
CREASMAN, TARYN N.
CURLY, SHARINA L.
DAVIS, JUDZAYA A.
DENNIS, STACY
DEUPREE, CARLA L.
DRIGGERS, JOHNNY R.
ECHOLS, MARY
ELLEDGE, KIMALEE J.
ENGEL, LISA D.
ENGLEY, SHEREE
FERGUSON, MATTIE J.
FEWELL, Tammie E.
FINLEY, TONYA E.
FLOWERS, CALLIE
FRANKUM, DIONNE
GADDY, ASHLEY B.
GALVANO, KATHY A.
GALYON, DARLA J.
GAMBOL, AMELIA B.
GANN, RUBY A.
GARDNER, OYWNE
GARGANO, GINO A.
GAULDIN, SYNTHIA A.
GEE, JUTTA E.
GRACE, CASSIE
GRAHAM, NAKITA N.
GREEN, DEBRA G.
GREENLEE, MELISSA
GRIFFITH, RANDALL L.
HALCOMB, MELISSA D.
HALLOWS, JULIE M.
HAMILTON, BRIAN K.
HAMILTON, CYNTHIA M.
HARRIS, CONNIE
HARVEY, ELIZABETH C.
HATCHER, LAURA
HAWKINS, JERRY W.
HENRY, LORI J.
HERD, CARLA J.
HICKS, BRIAN C.
HILL, ADINA F.
HILL, REGINA L.
HILL, STACEY R.
HINSLEY, BRANDON
HOLLEMAN, JANICE D.
HORELKA, MAKAYLA D.
HOUSE, ETHAN T.
HOUSE, JOHANNA D.
HUDSON, DONNA M.
HUNT, MICHELLE D.
JACKMAN, TERRA K.
JACKSON, JENNIFER M.
JACKSON, RANDALL C.
JAMES, KATHY J.
JAMES, MIRANDA J.
JAMISON, JO L.
JOBE, DAVID A.
JONES, BARBARA D.
JONES, MICHAEL M.
JORDAN, MARISSA C.
KITSON, TINA D.
KNIGHT, MONIQUE D.
LANDRETH, CHRISSA K.
LANE, OPAL L.
LEE, SAMANTHA D.
LEMONS, KAYLA M.
LESTER, VICKI L.
LINCOLN, SAVANNAH L.
LONG, DORIS
LUGINBILL, KARLA K.
MACK, JORDAN M.
MACON, CAROL R.
MARTIN, LINDA P.
MASHBURN, LORA S.
MCDAMS, NIKKI L.
MCAHREN, APRIL
MCLURE, BRITTANY M.
MCDANIEL, ALLISON N.
MCDANIEL, DAWN M.
MCDANIEL, KEN M.
MCINTYRE, STACY
MCKINNEY, NATASHA A.
MCKINNEY, VERONICA
MCMILLAN, JEANIE
MERRITT, CHRISTINA M.
MILLER, LINDSEY T.
MILLS, CYNTHIA S.
MILLS, LANDRY
MITCHELL, JERRI E.
MOFFATT, RADONDA L.
MOFFITT, JOHNNY R.
MOORE, LACI J.
MOORE, SARA J.
MORRIS, ADORA M.
MORRIS, SHELBY
MOSS, CAROLYN A.
NASH, BRYCE R.
NELMS, KATELYN D.
NELSON, AMANDA L.
NELSON, BRIANNA
NICHOLS, SHELBY
NORRIS, LARNA S.
OSMER, AYLA J.
OWENS, MARGARET G.
OWENS, SARAH M.
PARK, SHARLA M.
PAYNE, TAMERA D.
PEDDY, SHEILA R.
PENNELL, JR, JOHN O.
PENNELL, LINDA S.
PERRY, AMANDA D.
PETTYJOHN, JAYLEIGH A.
PHILPS, TERESA M.
PICKARD, NATHANIEL
PIERCE, SHEILA S.
PICKARD, CATHY M.
PRATT, STEPHANEE L.
PRICE, PAMELA G.
PRICE, SHEILA R.
PRIDDY, KRISLISA
PRIDDY, KRISTIE G.
PRUITT, RANDALL D.
PULLIAM, MICHELLE
RAGAN, BRANDON
RAPER, ASHLEI R.
READ, ASHLEY A.
REED, VICKI
REESE, RONALD L.
REICH, JAMI
REYNOLDS, JONNA S.
REYNOLDS, MARSHA K.
REYNOLDS, REBECCA M.
RICE, TAMARA R.
RIDDLE, MATTHEW D.
ROBINSON, MELinda K.
ROBINSON, VALERIE A.
RUSSELL, BECKY
RUST, CHARLES E.
SALMERON, YESENIA
SCOTT, HOPE M.
SELF, MACY J.
SHANNON, TERRA
SHEETS, BARBARA B.
SHOALS, TAYEH
SHORT, JIMMIE L.
SIMPSON, LINDA K.
SISK, SAVANNA D.
SMITH, JENNIFER
SMITH, JONIE
SMITH, MAKENNHA M.
SNIDER, KRISTEN R.
SOUTHARD, LEOTA
SPEAR, RONDA K.
SPENCER, INELL L.
SPRADLING, CARLA D.
STACHOWSKI, BRANDY C.
STACY, KATHERINE P.
STAGGS, ASHLEY N.
STEVENSON, JAMES
STILES, LORI M.
STILLWELL, JASON R.
STINSON, JAMES K.
STOUT, RAEGAN
TAYLOR, MICHAEL
TEAGUE, GARY A JR
TEAGUE, GARY A SR
TEAGUE, RHONDA L.
TERREBONNE, AMANDA L.
TERRY-BALL, GWENETH S.
TESTERMAN, NORA J.
THOMAS, KELLY L.
THOMASON, BAYLEE
TOMLINSON, TONIA S.
TURK, BRITTANY N.
VANNoy, MARY A.
VASQUEZ-POWERS, REBECCA L.
VAUGHAN, CATHY R.
VAUGHAN, GAYLA S.
WALL, SHAWNA L.
WALLACE, KENNETH D.
WALLACE, MELISSA G.
WATERMAN, MELISSA
WATKINS, ANGELA
WATKINS, LISA A.
WATKINS, SYLVIA N.
WATTS, JESSICA L.
WAUGH, PAMELA L.
WEATHERFORD, KIMBERLEE J.
WILLIAMS, MELODY R.
WILLIAMS, TORY L.
WILSON, AMY C.
WILSON, KAREN
WOOD, DARLENE
WREN, TERRY W.
WRIGHT, ANDREA
WRIGHT, HENRETTA
WRIGHT, JESSICA R.
YOW, JOHANNA L.
YOXTHEIMER, BRUCE R.
YOXTHEIMER, RUSSELL
ZACHRY, CATHY A.
| M051 / (OMES) MGMT AND ENTERPRISE SERVICES | ZYB19B02 / AUSTIN BAILEY |
| T041 / 271 TRAILERS, LLC | A075 / AUTOZONE |
| F010 / 4 WAY PEST CONTROL | A026 / AUXILIUM WEST |
| F020 / 4C WELDING AND INDUSTRIAL CENTER | B027 / BABY GOOROO, INC |
| F054 / 4IMPRINT | B002 / BAILEY LUMBER CO. |
| A104 / A & E MILL & WELDING | B005 / BAKER DISTRIBUTING #221 |
| A010 / AAA CARPETS | B056 / BAKER, CHANCE |
| A065 / AAA PEST | B142 / BANKSTON, RECE |
| A108 / A-BEST AUTO GLASS | B006 / BARBER, JACKIE |
| A058 / ABSOLUTE DATA SHREDDING | B051 / BATTIEST PUBLIC SCHOOL |
| A036 / ACCURATE NOW | B049 / BATTIEST, MARY |
| A006 / ACE ELECTRIC & HARDWARE -HUGO | B140 / BC ENVIRONMENTAL INS |
| A064 / ACME BRICK COMPANY | B100 / BEACH, JERRY |
| A030 / ADAMS, GARY | B040 / BEAVERS BEND DEPOT & TRAIL RIDES |
| A033 / ADDEO ENTERPRISES LLC | B010 / BEAVERS, KENDRA |
| A034 / ADOBE, INC. | B004 / BELMONT PLACE SR HOUSING |
| A011 / ADVANCE ALARM & ELECTRONIC Inc | B015 / BELTZ, SHAYLA |
| A052 / AIR WAVES COMMUNICATIONS, INC. | B116 / BEMAC SUPPLY |
| A060 / AKARD, STACY | B019 / BENEFIT RESOURCES, INC |
| A017 / ALCORN, WAYNE | B036 / BERGER, DEBRA |
| A066 / ALCUIN SCHOOL | B064 / BERGREN, KALEIGH |
| ZYB19R01 / ALISON RODEN | B025 / BERRY, BRYAN |
| A054 / ALL IN STRIPING LLC | B043 / BESHIRS, SMMIE |
| A008 / ALLEN, CHAD | B050 / BIG DADDY'S WRECKER |
| A007 / ALLIED 100 LLC | B035 / BIG OKE'S TOWING TIRE & AUTO |
| A031 / ALLSTATE TERMITE & PEST CONTROL INC | B057 / BILL'S AUTO GLASS |
| A002 / ALVAREZ, NICK | B148 / BILLS, KARINA |
| A004 / AMAZON | B081 / BIZTEL COMMUNICATIONS, LLC |
| D042 / Amber C. Duncan Law Office, PLLC | B147 / BLACKBURN PLUMBING |
| A087 / AMERICAN CHECKED INC. | B044 / BOB HOWARD DODGE, INC. |
| A018 / AMERICAN HERITAGE LIFE INSURANCE CO | B149 / BONE, JERRY |
| A061 / AMLIN PUMP SERVICE | B115 / BONE'S APPLIANCE REPAIR |
| A067 / ANDERSON, JEFF | B013 / BONICELLI, JAMIE |
| A028 / ANTLERS ABSTRACT & TITLE LLC | B029 / BOOKS BY THE BUSHEL, LLC |
| A022 / ANTLERS AMERICAN | B034 / BOSWELL LUMBER |
| A039 / ANTLERS FIRE & EMS | B103 / BOSWELL PUBLIC SCHOOL |
| A015 / ANTLERS HARDWARE, INC | B020 / BOSWELL WATER DEPARTMENT |
| A037 / ANTLERS MASONIC LODGE #39 | B024 / BRANDON, JIMMY |
| A024 / ANTLERS PROPERTY II LP | B023 / BREWER, KASEY |
| A027 / ANTLERS PUBLIC WORKS AUTHORITY | B225 / BROKEN BOW CHAMBER OF COMMERCE |
| A021 / ANTLERS ROOF & TRUSS CO. | B134 / BROKEN BOW HOUSING AUTHORITY |
| A071 / APOTHECARY OF HUGO, INC | B058 / BROKEN BOW MUFFLER & TIRE |
| A001 / ARAMARK UNIFORM SERVICES | B022 / BROKEN BOW PUBLIC WORKS AUTH |
| A042 / ARDMORE CHAMBER OF COMMERCE | B127 / BROOKES PUBLISHING |
| A048 / ARKANSAS DHS | ZYB19H04 / BROOKLYN HOBSON |
| A046 / ARKANSAS STATE POLICE | B059 / BROOKS ICE COMPANY, INC. |
| A009 / ASF FUNDRAISING | B033 / BROWN & BROWN OF OKLAHOMA, INC |
| ZYB20A01 / ASHLEY, CORTNEY | B145 / BROWN, RETHA |
| A081 / AT&T 105068 | B137 / BRYAN COUNTY TREASURER |
| A019 / AT&T 5019 | B096 / BUDDY'S PLUMBING & APPLIANCE |
| A066 / AT&T 5094 | B141 / BUFFALO GRILL, LLC |
| A041 / AT&T 105414 | B054 / BULK BOOKSTORE |
| A005 / AT&T 5001 | B026 / BURNSIDE ESTATES LP |
| A029 / AT&T LONG DISTANCE | B143 / BURRIS, TAMER |
| A070 / AT&T MOBILITY | B053 / BURWELL, BILL |
| A012 / AT&T U-VERSE | B017 / BUSHERS TELEPHONE SERVICE |
| A068 / ATOKA COUNTY TIMES | B108 / BUTTON 108 |
| B068 / BUTTONS AND BOWS BOUTIQUE |
D039 / DEER CAPITAL TOURISM ASSOCIATION
D102 / DELTA DENTAL PLANS
D008 / DELUXE FOR BUSINESS
D002 / DENNIS, JOHNIE
D062 / DENNIS, STACY
D037 / DENNIS, STELLA
D077 / DEPARTMENT OF PUBLIC SAFETY RECORDS MANAGEMENT OKL
D063 / DEPT OF ENVIRONMENTAL QUALITY
D025 / DEPT OF PUBLIC SAFETY-NEW MEXICO
D029 / DETTEN, NOCONE
D030 / DH PACE COMPANY, INC.
D085 / DHAMOOLAL, PAMELA
D007 / DIAMOND J CONSTRUCTION
D038 / DIAMOND T TRAILER
ZYB20D03 / DICKER, RACHEL
D015 / DICKERSON GAS
D078 / DIGITAL ALLY, INC
D068 / DIGITAL INSURANCE INC
D083 / DILL, SHADE
D086 / DIONICIO, DIANA D SOLANO
D075 / DIRECT TV
D006 / DISCOUNT SCHOOL SUPPLY
D071 / DISCOUNT TIRE AND ALIGNMENT
D052 / DISCOUNT WHEEL & TIRE
D081 / DISCOVER OUTDOOR.COM LP
D148 / DISH NETWORK
D046 / DOLLAR GENERAL CHARGE SALES
D017 / DON L DYCUS, RPA, LLC
D070 / DORRIES HARDWARE
D058 / DOUG STOREY BODY SHOP
D023 / DOWNS, BRYAN
D028 / DOWTY, HANNAH
D027 / DRIVEN PERFORMANCE LLC
D010 / DSHS-VSS
D088 / DURO-LAST ROOFING INC
D074 / DYER QUICK LUBE
E031 / E&J INC
E026 / EARLY, GLEN
E004 / EAVES STONE
E048 / ECHO PUBLISHING CO
E030 / ED 360 INC
L035 / EDDIE & DARLENE LANE
E019 / EDUCATION, TRAINING & RESEARCH ASSOCIATES (ETR)
E021 / ELITE COLLISION AND SIGNS LLC
ZYB19B01 / ELORA BROWN
E007 / EMBASSY SUITES BY HILTON NORMAN HOTEL
E036 / EMBLEM Strategies, LLC
E024 / EMERGENCYKITS.COM
E016 / EMERSON INSULATION SERVICES LLC
E028 / EMPLOYEE BENEFITS RESOURCES, LLC
E027 / ENDANGERED ARK FOUNDATION
E018 / INTEGRITY ENERGY PARTNERS, LLC
E029 / ENVIRONMENTAL RESOURCE TECH
ZYB20E01 / ESCOBEDO, ELIZABETH
E10 / ESKEWE GARAGE AND TOWING
E033 / ESSENTIAL EDUCATION CORPORATION
E001 / ESSENTIAL ELEMENTS, LLC
E003 / EST, INC
E046 / EVANS CONSTRUCTION
E005 / EVANS, TAMMY
E020 / EVENFLO COMPANY INC
E022 / EVERETT, ZOHNA
E015 / EXPRESS TIRE
F057 / F.U.N.D. CONSULTING, LLC
F015 / FACTUAL DATA
F039 / FAIN, AMY
F059 / FAMILY MEDICAL CLINIC
F051 / FAMILY RESOURCE OF NEW ORLEANS, INC
F019 / FASTENAL
F050 / FAT BRAIN TOYS LLC
C141 / FAYE CANNON
F002 / FEATHERSTONE, FRANKIE
F073 / FINISH LINE FUELS, LLC
F063 / FINLEY & COOK, CPA'S
F047 / FIRE PROTECTION SALES & SERVICES
F067 / FIRETROL PROTECTION SYSTEMS
F021 / FIRST BANK
F022 / FIRST BAPTIST CHURCH FOOD BANK
F058 / FIRST BAPTIST CHURCH SULPHUR SPRINGS
F064 / FIRST UNITED BANK AND TRUST
F014 / FITZGERALD, ALISA
F066 / FLOWER MOUND UNITED METHODIST CHURCH
F004 / FMLA SOURCE, INC
F062 / FORD, KATHY
F069 / FOREST GROVE SCHOOLS
F060 / FORREST SIGNS & GRAPHICS, INC
F013 / FOSHEE-THOMAS, TINA
ZYB20F10 / FOWLER, JEREMY
F030 / FRANKS, BREN'T
F055 / FRANKS, SELENA
F025 / FRAZIER, TRILLA
F016 / FREENY, JIM
F009 / FRESH & CLEAN CARPET CLEANING SERVICES LLC
F001 / FREY, WALT
F007 / FT TOWSON PUBLIC WORKS
F006 / FUNCTION4, LLC
F045 / FUSION
G099 / G & G SERVICES
G012 / G FORCE ENTERTAINMENT
G049 / GALLAGHER BENEFIT SERVICES, INC.
G013 / GALVANO, DONNA
G035 / GANDY INK
G047 / GARDEN WALK APARTMENTS
G022 / GATES, TOM
G051 / GAULDIN, ANDY
G010 / GAY, DELBERT
G055 / GIBSON, CHRIS
G024 / GIBSON, HOWARD
G018 / GILES, LISA
ZYB20G01 / GILLEY, GERALD ROBERT III
G045 / GOAD, DALE
G011 / GRACELY YOURS
G021 / GRAMMAR, WILLIAM
G060 / GRANITE TELECOMMUNICATIONS
ZYB19P01 / GRANT PEOPLES
G014 / GREATWEST TRUST COMPANY
G052 / GREEN, DENNIS
N038 / GREG NEWSOM
G025 / GREYSTONE MEDIA GROUP
G019 / GROWLER PINES TIGER PRESERVE
G053 / GUTHRIE, DAYNA
H030 / H2O DEPOT
H031 / HALL, ESTILL, HARDWICK, GABLE,
H035 / HALL, GALE
H112 / HALLSVILLE CROSS COUNTRY BOOSTER CLUB
H119 / HALO BRANDED SOLUTIONS
H004 / HAMILTON MASONRY
H022 / HAMILTON, BRADLEY
H080 / HAMILTON, JAMES
H010 / HAND TO HAND FOOD BANK
H153 / HANK'S
ZYB19M02 / HANNAH MOORE
H109 / HARDY, VINCENT
H037 / HAVISON, ASHLEY
H018 / HATCH
H012 / HAWKINS, DAVID
H019 / HAWORTH PUBLIC WORKS
H060 / HD SUPPLY FACILITIES MAINTENANCE
H066 / HEADY, KANSAS
H017 / HEALTHCARE SERVICE CORPORATION
H024 / HEARD NATURAL SCIENCE MUSEUM
H111 / HEDRICK, Lanie
H131 / HENKEL, ANDREA
H054 / HENSON, PETRINA
H118 / HERC RENTALS INC
H033 / HIBBEN, CELIA LYNN
H026 / HIBBEN, TIMOTHY
H002 / HICKMAN, TROY
H003 / HICKS AUTO SALVAGE
H009 / HIGH PLAINS COMMUNITY DEVELOPMENT CORP., INC.
H005 / HILDAN DAIRY COMPANY
H074 / HILLARY COMMUNICATIONS
H020 / HILTOP HARDWARE AND LUMBER
H115 / HILTON GARDEN INN
H059 / H-I-S PAINT MFG. CO, LLC
H116 / HOLBROOK, CHRISTIE
H094 / HOME BUILDERS INSTITUTE
H146 / HOME DEPOT BRC/IGECF
H106 / HOWZE, LYNDON & ANGELA
H071 / HUB INTERNATIONAL NORTHEAST
H121 / HUDSON, JIMMY
H110 / HUGGABLE IMAGES, LLC
H006 / HUGO AFFORDABLE HOUSING
H023 / HUGO ASA
H039 / HUGO HOUSING AUTHORITY
H025 / HUGO LIONS CLUB
H160 / HUGO NEWS & PUBLISHING CO.
H159 / HUGO NEWS-LEGAL ADS
H012 / HUGO NEWS-SUBSCRIPTIONS
H032 / HUGO PCA RODEO
H117 / HUGO PROM COMMITTEE 2020
H045 / HUGO ROTARY CLUB
H090 / HUGO RURAL HEALTH CLINIC
H114 / HUTSON, DONNA
I019 / I.A.C. EQUIPMENT
I024 / IDABEL BAND BOOSTER
I006 / IDABEL CHAMBER OF COMMERCE
I011 / IDABEL COLLISION CENTER
I020 / IDABEL HEAT AND AIR
I007 / IDABEL PUBLIC WORKS AUTH.
I012 / INCA COMMUNITY SERVICES
I022 / INFINITY CARE
I017 / INJOY PRODUCTION INC.
I015 / INNOVATIVE DRYWALL & PAINT
I023 / INTEGRITY HOMEBUYERS ASSOCIATION, INC
I016 / INTER-LAKES COMMUNITY ACTION PARTNERSHIP
I013 / INTOUCH COMMUNICATIONS INC
I021 / IRVIN MEDICAL CLINIC, PLLC
I018 / ITSP DIRECT
J068 / J & L HEAT AND AIR, LLC
J048 / J & R PRODUCTS INC
J039 / J N T SATELLITE
W067 / J. FRANK WOLF, III, PLLC
J073 / JACKSON STORAGE LLC
J023 / JACKSON STREET NURSERY
J016 / JACKSON, JAMESA
ZYB19C01 / JAMES CALDWELL
J012 / JAMES HODGE CHEVROLET
J057 / JAMES HODGE DODGE
J050 / JAMES HODGE FORD, LINCOLN-MERCURY INC
J020 / JAMES HODGE MOTORS, INC
B021 / JAMES T BRANAM LAW OFFICE
J031 / JAMES, DARREL
J066 / JAMES, NICKY
J054 / JAMES, SARAH
J006 / JANITOR'S LOCAL SUPPLY
J037 / JANOES GARAGE
J021 / JAY HODGE DODGE, CHRYSLER, JEEP, RAM, LLC
ZYB20J01 / JEFFERIES, CALEB
J014 / JEFFERSON, STELLA
J028 / JENNINGS, MARK
J008 / JERNIGAN, SHARON
J044 / JEWELL SERVICES
J002 / JIMENEZ, HALEY
J070 / JJ KELLER
J047 / JOE PRIDEMORE FENCE CO INC
J041 / JOHN VANCE MOTORS, INC
J018 / JOHN'S TIRE
J027 / JOHNSON TOWING WRECKER SERVICE
ZYB20J02 / JOHNSON, JACE
J045 / JOHNSON, MATTHEW
J001 / JOHNSON'S SERVICES, INC
J056 / JOHNSTON, LISA
J009 / JOINER, MIKE
J010 / JONES HEATING & AIR COND.
J015 / JONES, ADELE
J017 / JONES, JEFF
J013 / JONES, LACHA
J042 / JONES, TAYGAN
J036 / JORDAN, KELBY
ZYB19J02 / JOSEPH JUSTICE
J030 / J-P OIL CO.
S144 / SOPER VFD
S014 / SOPER WATER DEPARTMENT
S031 / SOSSAMON, LAURA
S081 / SOUTH, KATHERINE
S088 / SOUTHEAST FIRE & SAFETY
S068 / SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
S009 / SOUTHEAST TIMES
S058 / SOUTHEASTERN ALARM COMPANY
S051 / SOUTHEASTERN ELECTRICAL COOP
S177 / SOUTHEASTERN OKLA STATE UNIVERSITY
S085 / SOUTHEASTERN SANITATION SERVICES LLC
S027 / SOUTHERN ABSTRACT AND TITLE COMPANY
S067 / SOUTHERN COMFORT HEAT & AIR
S040 / SOUTHERN DESIGN GROUP
S021 / SOUTHERN DISPOSAL INC
S019 / SOUTHWESTERN REGIONAL HOUSING & COMM DEV CORP
S043 / SOUTHWIND ACRES APARTMENTS
S072 / SPARKLETT'S & SIERRA SPRINGS
S061 / SPARKLIGHT
S112 / SPECIALTY PSYCHOLOGICAL SERVICES
S106 / SPIRIDIS CONSULTING LLC
S075 / SPIRIT SAFETY SOLUTIONS, LLC
S028 / SPORTS PROMOTION NETWORK
S110 / SPRINGFIELD, RANDY
S048 / SPROUTS CHILD DEVELOPMENT INITIATIVE INC
S024 / ST. ANDREW KIM CHURCH
S145 / STAFFORD, JOE
S109 / STAPLES ADVANTAGE
S160 / STATE FARM INSURANCE
S042 / STATION, DENNIS
S089 / STATTON, TEKIA
S066 / STEELE SURVEYING
S032 / STEVENS REUNION
S069 / STEWART TITLE OF OKLAHOMA, INC.
S080 / STEWART'S RESIDENTIAL RENTAL INC
S098 / STONE'S PAINT & BODY SHOP
S095 / STRAIGHT FLUSH
S141 / STRAIN FAMILY
S090 / STRICKLAND, TAMI
S057 / SUBWAY STORE #16769
S076 / SUCCESSORIES, INC
S038 / SUDDENLINK
S016 / SUMMIT CHRISTIAN ACADEMY
S044 / SUN LIFE FINANCIAL
S007 / SUPER CLEAN CAR WASH
S054 / SUPERIOR WHEEL & TIRE OF HUGO LLC
S127 / SUSTEEN INC
S099 / SWAIM HARDWARE
S063 / SWINK HEAT & AIR ELECTRICAL INC
S175 / SWINK PUBLIC SCHOOLS
S011 / SYSCO
S056 / SZCZERBA, TAMMY
T031 / T7 BACK HOE-N-ROCK HAULING LLC
T003 / TABER AUTOMOTIVE
T046 / TACKITT JR., JOHN
T019 / TADPOLE'S MARINE LLC
ZYB19H01 / TAMRA HASS
T024 / TANKERSLEY FOODSERVICE, LLC
T095 / TARANTINO, THERESA
T022 / TAYLOR VALUATION & CONSULTING, LLC
T096 / TAYLOR, CHET
T053 / TAYLOR'S LAND CLEARING, LLC
T042 / TCM BANK NA
T026 / TEACHING STRATEGIES LLC
T032 / TEAGUE, SPENCER
T038 / TEDFORD INSURANCE
T086 / TERMINIX PROCESSING CENTER
T092 / TEXOMA TUB REPAIR & RESURFACING
T005 / TEXOMA JANITORIAL SUPPLY
T036 / TEXOMA LOCK & SECURITY GROUP
T029 / TH ROGERS - MADILL
T017 / TH ROGERS LUMBER - DURANT
T093 / TH ROGERS LUMBER CO. HUGO
T002 / THE ARDMOREITE
A120 / THE AUTO PARTS STORE
T035 / THE CHALLENGER GROUP, INC.
T034 / THE COUNTER TOP SHOP
E023 / THE ENERGY CONSERVATORY
G050 / THE GUARDIAN LIFE INSURANCE COMPANY OF AMERICA
T010 / THE HEALDTON HERALD
L001 / THE LEARNING TREE
T006 / THE MADILL RECORD
T045 / THE OKLAHOMA ACADEMY
T050 / THE PEST CHOICE
T094 / THE PITT STOP LLC
T052 / THE STATION INC.
T011 / THOMASON, SHELLY
T039 / THOMPSON INFORMATION SERVICES
T004 / TITAN TRAILER MFG.
T090 / TMD PREMIER PROPERTIES
T030 / TOWNSEND, ANGELA
T040 / TRALIANT HOLDINGS, LLC
ZYB20T01 / TRANTHAM, DELAN
T025 / Trapp Gas LLC
T037 / TRAVELERS
T018 / TRAVIS GRAHAM CONTRACTING LLC
T049 / TREATS SOLUTIONS INC
T044 / TRI COUNTY PUBLICATIONS
T016 / TRIVAN ROOFING SYSTEMS OF OK
T047 / T-TOTAL CLEANING SERVICE
T028 / TULSA TECHNOLOGY CENTER
T013 / TURNER LEARNING CENTER
T054 / TURNER, MELVIN
U027 / U.S. CELLULAR
U028 / U.S. FOOD SERVICE INC.
U020 / U.S. INSPECTION GROUP, INC
U009 / ULINE
U013 / UNDERWOOD, JAKE
U010 / UNDERWOOD, VICTORIA
U015 / UNIFIED CARRIER REGISTRATION PLAN
U003 / UNIFORMS PLUS
U011 / UNITED AG & TURF
U021 / UNITED WAY WORLDWIDE/EFSP
U008 / UNIVERSAL HOUSING DEVELOPMENT CORP
U007 / UNIVERSITY OF CONNECTICUT
U004 / UNIVERSITY OF OKLAHOMA
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U018 / UNRUH CONSTRUCTION, INC.
U017 / US ASSURE INC
U019 / US DEPT OF AGRICULTURE
U012 / US POSTMASTER
U002 / US POSTMASTER-ANTLERS
U033 / US POSTMASTER-BATTIEST
U016 / US POSTMASTER-CLAYTON
U001 / US POSTMASTER-FT. TOWSON
U005 / US POSTMASTER-IDABEL
U026 / US POSTMASTER-RATTAN
U014 / US POSTMASTER-VALLIANT
U006 / USDA-RD
V014 / VALLEY CREEK BAPTIST CHURCH
V019 / VALLEY SEPTIC
V011 / VALLIANT LEADER
V007 / VALLIANT PUBLIC SCHOOL
V005 / VALLIANT TELEPHONE COMPANY
V012 / VALUE PLUS STORAGE
V002 / VANDERBUILT MORTGAGE INC
V018 / VANDENVENTER, SEAN
V035 / VERIZON
V008 / VIRGINIA DEPT OF SOCIAL SERVICES
V015 / VOLUNTEER SOFTWARE INC
W091 / WADSWORTH, RANDY
W070 / WALLACE FORD MERCURY
W071 / WAL-MART COMMUNITY BRC
W076 / WARD RANCH
W037 / WARD, REBECCA
W012 / WAUGH HEAT AND AIR LLC
W038 / WEEKS INSURANCE
W073 / WESTBROOK, SIERRA
W020 / WESTERN KY UNIVERSITY RF, T/TAS
W005 / WHAT TO EXPECT PROJECT
W027 / WHITBECK, BLAKELEY
W025 / WHITE VALUATION SERVICES INC
W044 / WHITE, DENNIS
W011 / WHITE, LYNDSEY
W029 / WHOLE ENERGY & HARDWARE
W017 / WHOLESALE ELECTRICAL SUPPLY CO INC
W041 / WILD-FLOUR BAKERY
W006 / WILHITE, SARA
W075 / WILLIAM GEORGE CO. INC
W002 / WILLIAMS CONSTRUCTION
W008 / WILLIAMS SPORTING GOODS
W095 / WILLIAMS, LORELL
W030 / WILMAR
W069 / WINDSTREAM
W014 / WIPFLI, LLP
W003 / WOFFORD RENTALS LLC
W034 / WORKMAN PUBLISHING COMPANY INC
W001 / WRIGHT, MARCIA
W024 / WRIGHT, ROBERT
W079 / WRS GROUP LTD
W035 / WYRICK LUMBER CO. (HUGO)
W058 / WYRICK LUMBER COMPANY (Atoka)
ZYB19B03 / XAVIER BRADLEY
Y004 / YARDI SYSTEMS INC
Y005 / YOUNG, CRAIG
Y001 / YOUNGBLOOD LAW OFFICE
Y009 / YOUNGBLOOD, ALYSSA
Y002 / YOUTH COLLABORATORY
Y007 / YOUTH SERVICES
ZYB19LO1 / ZACKERY LAWHORNE
Z002 / ZEN GEE COUNSELING
Z003 / ZOTH, DIANA
Z001 / ZUNI HOUSING AUTHORITY
LIFT Community Action Agency, Inc.
Board of Directors
Job Description

(NOTE: The Officers of the Board of Directors have specialized roles/responsibilities above and beyond those of Board Members who are not elected and serving as Officers. Please note that the job description below outlines those specific role/responsibilities and the final item in each description clarifies that Officers also have shared roles/responsibilities as expected by all Board Members.)

BOARD CHAIRMAN

1. Serve as the principal Officer of the organization; subject to the control of the Board of Directors, performing all duties as may be described by the Board of Directors.
2. Maintain an overview of the business of the agency.
3. Preside at all meetings of the Board of Directors when he/she is present.
4. Represent the agency and serve as ex-officio member of committees.
5. Call special meetings if necessary.
6. Appoint all committee chairs, and with the Executive Director, recommend who will serve on committees.
7. Assist Executive Director in preparing agenda for Board Meetings.
8. Assist Executive Director in conducting new Board Member Orientation.
9. Oversee search for new Executive Director when applicable.
10. Coordinate Executive Director’s annual performance evaluation.
11. Assist in recruitment of new Board Members.
12. Act as an alternate spokesperson for the organization.
13. Periodically consult with Board Members on their roles and help them assess their performance.
14. Perform all regular duties as outlined under the “Board Member” Job Description.

______________________________________________
Board Chairman
BOARD VICE-CHAIRMAN

1. In the absence of the Chairman or in the event of his/her death, inability or refusal to act, the Vice-Chairman shall have all the powers of and be subject to all restrictions of the Board Chairman.
2. Serve on the Executive Committee.
3. Perform all duties related to the Office of Vice-Chairman and other such duties as may be assigned to him/her by the Chairman or by majority vote of the Board of Directors.
4. Understand the responsibilities of the Board Chairman and be able to perform these duties in the Chairman’s absence.
5. Participate as a vital part of the Board of Directors leadership.
6. Perform all regular duties as outlined under the “Board Member” Job Description.

Board Vice-Chairman
LIFT Community Action Agency, Inc.
Board of Directors
Job Description

(NOTE: The Officers of the Board of Directors have specialized roles/responsibilities above and beyond those of Board Members who are not elected and serving as Officers. Please note that the job description below outlines those specific role/responsibilities and the final item in each description clarifies that Officers also have shared roles/responsibilities as expected by all Board Members.)

BOARD SECRETARY/TREASURER

1. Serve on the Executive Committee.
2. Keep the Minutes of the Board of Directors and all Committees’ meetings, serving as custodian of the records and seal of the organization.
3. Ensure that organizational seal is affixed to all official/required documents, the execution of which, on behalf of the organization under its seal, is fully authorized.
4. Ensure the safety and accuracy of all Board records.
5. Perform all duties related to the Office of Secretary and Treasurer and other such duties as may be assigned by the Chairman or by majority vote of the Board of Directors.
6. Assume responsibilities of the Chairman in the absence of the Board Chairman and Vice-Chairman.
7. Provide notice of meeting of the Board and/or a committee when such notice is required.
8. Ensure all funds of the organization are received, receipts are given for money due and payable to the organization, and all such monies are deposited in the name of the organization in such banks as selected by the Board of Directors.
10. Serve as Chair of the Finance Committee.
11. Work with the Executive Director and the Fiscal Officer to ensure that appropriate financial reports are made available to the Board on a timely basis.
12. Review the annual audit and answer Board Member’s questions about the audit.
13. Perform all regular duties as outlined under the “Board Member” Job Description.

__________________________________________

Board Secretary/Treasurer
LIFT Community Action Agency, Inc.  
Board of Directors  
Job Description  

(Roles/responsibilities outlined below are applicable to all Board Members inclusive of Officers.)

BOARD MEMBER

1. Attend all Board Meetings. Make every effort to attend Board Meetings and notify an appropriate person in the event of an absence when/if possible. The Board of Directors cannot conduct business without a quorum (51% or more members) present.

2. Members should be willing and available to the greatest extent possible to sit on standing committees (i.e. Asset, Finance, Strategic Planning, Personnel, etc.).

3. Review Meeting Minutes.

4. Review Board Agendas.

5. Vote on agenda items presented during Board Meetings.

6. Maintain knowledge of the organization and personal commitment to its goals and objectives.

7. Act as a representative of the agency at meetings, conferences, to funders, stakeholders, customers, and the general public.

8. Notify appropriate Board Officer and/or organization staff of any potential conflict of interest that may arise during tenure on the Board of Directors.

9. Provide notice to appropriate Board Officer and/or organization staff regarding inability to attend any regular or specially-scheduled meetings (entire Board and/or any standing committee meetings).

10. Be active in role as Board Member by attending trainings, participating in organizational strategic planning meetings, participating in agency-held events, making appearances on behalf of the agency at ribbon-cutting, ground-breaking and other such events.

11. Make monetary contributions when and if possible to help support agency’s activities aimed at accomplishing organizational goals and objectives.

12. Each grant or contract being pursued by the agency receives approval from the Board of Directors. After a grant/contract receives Board approval and has been awarded, Board
Members are apprised of grant/contract performance during Board Meetings and in the course of personal visits to projects. Board Members monitor grants/contracts through these processes and have access to rules/regulations (when needed or requested) in order to measure productivity, targets, and conformity to intended goals.

13. Board members are also responsible for educating communities about LIFT CAA’s services and programs, and actively participate in the Community Assessment, annual Self-Assessments, strategic planning, and evaluations.

______________________________

Board Member
LIFT CAA BOARD OF DIRECTORS QUESTIONNAIRE

Name: ____________________________________________________________

Address:                                                                 ______________________________________________________________________________________

(Board meeting information will be mailed to this address)

Phone:   Home_________________________ Work_________________________ Cell_________________________

E-mail Address: ________________________________________________________

Employer: __________________________________________________________________________________________

Occupation/Position: __________________________________________________________

Name of Public Official or Organization You Represent: ______________________________________

Race: ___________________________ SS#: ___________________________ Birthdate: ________________

Other boards you have or are now serving on (Please indicate years of service and position held) within the past five years:

Volunteer Activities: __________________________________________________________

Do you have a background or expertise in any of the following:  (Asterisk indicate Head Start grantees):

- Fiscal Management/Accounting*  - Elder Services
- Early Childhood Education*  - Health Services
- Education (Other)*  - Housing
- Business Administration*  - Fundraising
- Community Affairs  - Other

If yes, please describe background and/or expertise: ______________________________________________

________________________________________________________________________________________

Are you a licensed attorney? _________ Please describe areas of law in which you practice or are familiar, including

__________

issued that come before the Board: _____________________________________________________________

________________________________________________________________________________________

Are you a current or former Head Start parent? ____________

Why are you interested in serving on the Board? ___________________________________________________________________________________________

________________________________________________________________________________________

Do you, any family member, or any entities with which you are associated, as an owner, partner, employee, officer,

board member, or otherwise, do business with the CAA? If yes, please describe __________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

__________________________________________   _____________________________   _____________________________

Name (Please Print)   Signature   Date

Please attach current resume, if applicable
Attestation of Review and Receipt

LIFT Community Action Agency, Inc. By-Laws

I, ________________________________, as a Board Member of LIFT Community Action Agency, Inc.,

Board Member Name

do hereby attest that I have received a copy of the organization’s most recent By-Laws.

___________________________________________  ______________________
Board Member Name                          Date
This season, the Salvation Army kicked off the 129th Annual Red Kettle Nationwide Campaign. In 1891, Salvation Army Captain, Joseph McFee developed the idea of a Red Kettle Campaign to fund a free Christmas dinner for poverty-stricken individuals and families. In 1901, the idea spread across the nation. Today more than 25,000 volunteers ring bells and solicit donations to help improve the lives of low-income individuals and families. In 2018, more than $142.7 million raised across the nation.

The Antlers, Hugo and Idabel Service Units of the Salvation Army wrapped up their 2021 Red Kettle campaigns around mid-December. Bell ringers volunteered their time in 1.5 hour shifts at locations including Walmart Supercenters in Hugo and Idabel and Pruett’s Food in Antlers, Oklahoma.

Volunteer bell ringers included Rotary Club members, Lions Club members, AmeriState Bank, Christian Motorcycle Association, Idabel Police Department, Tyson Foods, State Representative Eddie Dempsey, Kiamichi Opportunities, Inc., LIFT CAA Board members, staff and family and many other volunteer residents.

The local Salvation Army Boards appreciate all who volunteered to ring the bell to raise funds to help families with low-incomes. All donations dropped in the kettles will be used to assist residents of Choctaw, McCurtain or Pushmataha Counties. LIFT CAA organizes the Salvation Army Red Kettle Campaign activities for the Antlers, Hugo and Idabel service units in order to assist families in need. While the International Salvation Army provides a multitude of services for poverty-stricken individuals and families, the local Salvation Army Service Units have primarily provided utility assistance for families in emergency situations. This year, some funds were used to provide care packages to residents in area nursing homes. These packages included blankets, lotion and chap-stick. Moving forward, the Antlers, Hugo and Idabel Service Units will utilize funds to assist families with utilities, food and other emergency needs.

**ANTLERS**
$1,383.03

**HUGO**
$3,711.47

**IDABEL**
$2,961.17