



Serving on the Board

Eligibility

To be eligible to serve on the Community Foundation's Board of Directors an individual must:

- **be a Community Foundation donor** (or become a donor *before* service begins)
- be a United States citizen who resides, works, or has a place of business in the United States
- serve without compensation

Term of Service

Members serve three-year terms. Terms follow a calendar year. Terms may be renewed up to three times (maximum 12 years).

Meetings

The Board meets the **third Thursday at 5:00 p.m.** in January, April, July, September, October, and December. Meetings are generally 1 – 1 ½ hours in length.

Board packets are generally posted on the restricted area of our website at least one week prior to the monthly meeting. You will receive an email notifying you when the packet is available.

Minimum Expectations

Full Board's Responsibilities

- ensure effective organizational planning by creating, updating, and monitoring a long-range strategic plan
- ensure legal and ethical integrity and assure accountability to our donors
- manage resources effectively and assure adequate funding for operations
- ensure adequate future resources by opening the door to securing major gifts
- ensure an effective grantmaking program and appropriate use of other resources to support community initiatives
- hire and annually evaluate the Executive Director
- recruit and orient new Board members
- assess board effectiveness

Individual Board Member's Responsibilities

- **make an annual financial contribution**
- attend all Board meetings (50% attendance over a 12-month period is required, excluding excused absences)
- activities, including special events
- serve on at least one committee
- represent the Community Foundation in a positive manner
- participate in the Executive Director's performance evaluation

Board Member Contract

Board members are asked to sign a contract outlining both their and the organization's responsibilities.