



## Board Member Expectations Agreement

### ***Foundation's Mission***

The purpose of the Foundation for Pleasant Valley Recreation & Parks is to provide volunteers, charitable and financial support for public parks, facilities, and programs which benefit the Pleasant Valley Recreation & Park District.

### ***General Expectations***

1. Support, assess, and promote the Foundation's mission, purposes, goals, bylaws, policies, and programs, while knowing its strengths and needs.
2. Evaluate fairly and comprehensively how well the Foundation is meeting goals and advancing the strategic plan.
3. Assist in identifying and recruiting other candidates for the board and/or committee members who can make significant contributions to the work of the board and the progress of the Foundation.
4. Maintain confidentiality when necessary and speak for the board or the Foundation only when authorized to do so.
5. Be a community advocate, attend activities and events sponsored by the Foundation/District whenever possible.
6. Actively serve, participate, and attend annual Foundation events, designated committee(s) and other fund development opportunities.

Understand board member terms are three-year terms with an option for renewal at Annual Meeting when term is set to expire.

### ***Meetings***

1. Prepare for, participate in, and attend a minimum of 80% board and committee meetings, Foundation events including appropriate District activities. Attendance is a priority, with understanding of family commitments, emergencies, and illness. Two excused absences are permitted.
  - a. Regular Board Meetings on the 2<sup>nd</sup> Wednesday of every month (1.5 to 2 hours)
  - b. Annual Board Meeting every December (4 hours)
  - c. Annual Board Meeting with District Board of Directors (4 hours)
  - d. Special/Emergency Meetings based on the needs of the Foundation's planning and development.
  - e. Committee Meetings based on needs (1.5 to 2 hours)
  - f. Trainings as needed or required.
2. Be on time to meetings. If late or unable to attend a meeting, notify Board Liaison.

3. Ask timely and substantive questions at board and committee meetings, while supporting the majority decision on issues decided by the board.
4. Suggest agenda items periodically for board and committee meetings to ensure that significant policy-related matters are addressed.
5. Work constructively and collaboratively with and respect the opinions of peers who serve this board; seek common ground on items of differing opinions and build consensus on issues to the betterment of the Foundation and its activists (volunteers).

### ***Conflict of Interest Statement***

1. Serve the Foundation as a whole rather than any special interest group or constituency.
2. Never accept (or offer) favors or gifts from (or to) anyone who does business with the Foundation.
3. Annually sign the Board Member Expectations Agreement & Conflict-of-Interest Disclosure, as well as disclose potential conflicts before meetings and actual conflicts during meetings.
4. Observe high standards of business and personal ethics in the conduct of their duties and responsibilities.
5. To avoid conflicts of interest between the position of board member and professional and personal life situations. If such a conflict does arise, declare that conflict before the board and refrain from voting on matters in which conflict exists.

### ***Fiduciary Responsibility***

1. Exercise prudence with the board in the control and transfer of funds.
2. Faithfully read and understand the Foundation's financial statements and assist the board fulfilling in its fiduciary responsibility.
3. Make annual financial contribution to the Foundation, either in the form of purchasing event tickets, sponsoring, or individual cash donation based on personal finances per member. There is currently no suggested minimum amount.

### ***Fundraising***

1. Support Foundation by making a personal annual gift to the Foundation according to personal means, and with the realization of the leadership role the board must play in fund development.
2. Assist the Foundation with fundraising and strategies by sharing personal connections and relationships (corporate, individual, community relations).
3. Develop fundraising and resources through committees.
4. Actively selling and buying event tickets, acquiring auction and raffle items, and securing sponsorships/donors.

As a member of the Board of Foundation for Pleasant Valley Recreation & Parks, I will support the purpose and mission of the organization. I understand the commitment and duties as a board member and/or officer. I have read the Board Members Expectations Agreement, Foundation's Bylaws, and Conflict of Interest Policy.

Name: \_\_\_\_\_

Board Member Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_