I, ____________________________, understand that as a member of the Board of Directors of Kyrene Schools Community Foundation, I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of the stated goals. I believe in the purpose and mission of the organization and will act responsibly and prudently as its steward.

Responsibilities of KSCF Board Members:

1. Involvement and Active Participation
   a. Attend 75% or more of the monthly Board meetings.
   b. Participate on or lead one or more committee(s).
   c. Attend one or more of the signature fundraising events: Night for Kyrene, Golf Tournament.
   d. Attend one or more of the signature giving events: Turkey Give-a-way, Winter Wonderland, etc.
   e. Advocate on behalf of KSCF publicly.

2. Oversight and Operations
   a. Provide input into strategic plan and monitor progress toward goals.
   b. Approve annual operating budget.
   c. Participate in the review of KSCF monthly and annual financial statements and audit reports.
   d. Ensure organizational compliance with all regulatory bodies.
   e. Excuse yourself from discussions and Board action when you have a conflict of interest.
   f. Stay informed, read minutes, provide input at monthly meetings.

3. Financial Support
   a. Contribute an annual minimum Give and Get of $1000.00 (including a meaningful donation from you).
   b. Provide $100 or more toward Opportunity Drawing by selling at least 10 tickets.
   c. Solicit donations of goods, services or money for use at Night for Kyrene, or other fundraising events.

KSCF Responsibilities to Board Members:

- Communicate major organizational updates regularly.
- Inform Board Members immediately of any critical, urgent or unexpected issues.
- Offer opportunities for professional development and public engagement as a Board Member.
- Respond in a straightforward fashion to questions related their legal and fiduciary responsibilities.
- Provide timely notice of all Board meetings, meeting minutes and financial statements.

By signing below, I understand that if I don’t fulfill any of the above responsibilities, I will expect the Board President or a member of the board governance committee to call me and discuss my responsibilities.

Signed: ____________________________, Board Member       Date: __________

Signed: ____________________________, Board President       Date: __________