



Board of Directors Commitment Letter

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: _____