

## Board of Trustees Responsibilities and Commitment Form

Board Trustee Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

As a member of the Daniel board of trustees, I agree to a three-year term and acknowledge that I have read and understand these policies/documents that relate to board service. Also, I agree to comply with the following policies and commitments:

### Governance

- a. Policies and Bylaws of the agency;
- b. Conflict of Interest;
- c. Confidentiality policy;
- d. Directors' and Officers Liability Insurance policy;
- e. Financial Commitment and Board Giving policy;
- f. Strategic Plan and Budget

### Time

The board of trustees typically meets six times a year, with meetings scheduled at least a year in advance to ensure maximum participation. Trustees are requested to attend all meetings, but attendance is required at four. These meetings provide opportunities for trustees to gain in-depth knowledge of Daniel, work with Daniel's leadership on the agency's development program and achieve Daniel's objectives.

### Talent

Trustees will be asked to participate in at least one of the following committees briefly described below.

The **Trusteeship Committee** identifies potential nominees to the board and develops standards to be used to identify, recruit, cultivate, orient and evaluate perspective and current members of the board. This committee also annually reviews the board bylaws.

The **Audit and Finance Committee** is responsible for the review of agency budgets, insurance coverage, employee benefits (medical and retirement), and financial policies and performance. The committee is also responsible for review of the agency's annual audit and compliance and adherence to the agency's investment policy.

The **Development Committee** develops strategic plans for the establishment and operation of the planned, capital and annual giving campaigns, special events, and for the receipt of grants.

The **Properties Committee** is responsible for overseeing the management and governance of all properties, improvements, plants and equipment owned by the agency.

The **Program Committee** is responsible for the oversight of current programs and services, program expansion or development as outlined in the strategic plan, and keeping the full board abreast of changing climates in the political and funding arenas.

**Treasure**

All trustees are strongly encouraged to support Daniel through membership in the 1884 Club with a minimum unrestricted contribution of \$2,500. Trustees are asked to assist the agency in meeting fundraising goals by making his or her own gift as generous as possible and participating in annual fundraising efforts, according to his or her ability. Trustees are expected to be ambassadors for Daniel and engage their friends, family, and business associates who may also share the passion of caring for children.

My personal commitment is \_\_\_\_\_ per year. My intent is to make this payment in the following manner: \_\_\_\_\_.

**Communication**

My preferred modes and times of communication are:

Time(s) of Day: \_\_\_\_\_ Day(s) of Week: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

If for some reason I am having trouble fulfilling my responsibilities, I will let the president know well in advance.

**Acceptance Signature**

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