



2019-2020 Board Member Financial Commitment Pledge

Name: _____

Total 2019-2020 Contribution \$_____

My board gift will be paid in full by the following date: _____
(Board Dues must be paid in full no later than 6/15/2020)

My board gift will be paid in installments as follows:

Monthly: \$_____ on the _____ of each month.

Quarterly: \$_____ on September 15, December 15, March 15 and June 15.

Other: _____

Board payments can be made by check and mailed to:
Communities In Schools of Hampton Roads
PO BOX 7884
Portsmouth, VA 23707

Or, by credit card online at www.cisofhamptonroads.org

2019-2020 Board Meeting & Committee Commitment

I understand the importance of regularly attending board meetings and know that I am responsible for attending at least four of the six planned board meetings in the 2018-2019 fiscal year. I also understand that I am only allowed to phone in for any meeting, board or committee, three times during the calendar year. I understand the importance of regularly attending the committee(s) I have agreed to serve on and I know that I am responsible for regular attendance at these meetings.

Board Member Signature: _____ Date: _____

Please complete this form, sign and return to
Hope R. Sinclair
Executive Director Email: sinclairh@cisofva.org



Board Member Job Description

The mission of Communities In Schools of Hampton Roads is to surround students with a community of support, encouraging them to stay in school and achieve in life.

EXPECTATIONS OF THE BOARD AS A WHOLE

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for

- Determining the mission and purposes of the organization
- selecting and evaluating the performance of the CEO/ executive director
- Strategic and organizational planning
- Ensuring strong fiduciary oversight and financial management
- Fundraising and resource development
- Approving and monitoring CISHR Organization's programs and services
- Enhancing CISHR Organization's public image
- Assessing its own performance as the governing body of CISHR Organization

EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS

Each individual board member is expected to

- Know the organization's mission, policies, programs, and needs
- Faithfully read and understand the organization's financial statements
- Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for CISHR Organization to advance its mission
- Leverage connections, networks, and resources to develop collective action to fully achieve CISHR's mission
- Give a meaningful personal financial donation
- Help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy
- Prepare for, attend, and conscientiously participate in board meetings
- Participate fully in one or more committees

BOARD MEMBERS ARE ALSO EXPECTED TO

- Follow the organization's bylaws, policies, and board resolutions
- Sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- Attend one social outing with the board per year
- Make at least 1 mandatory introduction to a potential donor base per year
- Participate in 2 school based activities per year, one being a site visit where individuals from your network are in attendance.

Board Member name: _____

Signature: _____

Date: _____



MY COMMITMENT TO COMMUNITIES IN SCHOOLS OF HAMPTON ROADS

As a member of the board of directors of Communities In Schools of Hampton Roads, I am fully committed and dedicated to the mission of Communities In Schools of Hampton Roads:

To surround students with a community of support, empowering them to stay in school and achieve in life.

I pledge to help carry out this mission, consistent with the functions of a board member, as stated in the bylaws.

The Role of the Board

As a board member, I have both the opportunity and the obligation to help establish strategic direction, set broad policy, steward the assets, and hire and evaluate the CEO/executive director, all in support of the organization's stated mission. I commit to fulfilling these obligations with my time, talent, treasure and relationships.

The Role of Management

I understand that the CEO/executive director is responsible, under the board's direction, for developing the long-range plan for board approval, devising short- and medium-term objectives in pursuit of that plan, and then managing the organization's resources to meet those objectives.

Preparation

I will work diligently to understand the mission, purpose, goals and programs of the organization, and I will prepare for all board and committee meetings by reviewing all related documents and materials in advance.

Fiscal and Program Oversight

Together with my fellow board members, I am responsible for the fiscal oversight of the organization. Regardless of whether I am a member of the finance or audit committee, I will know what our budget is and take an active part in reviewing and approving the budget and monitoring our performance against that budget. If I do not understand an element of the fiscal health, I will reach out to the appropriate board members, committees or staff for clarification.

Active Participation in Board Meetings

I will attend regularly scheduled board meetings, be available for consultation by phone and e-mail, and serve on at least one committee of the board where I can apply my special skills and perspective. I will come prepared to discuss the issues and business at hand, and I will help prepare for and participate in the annual board-staff retreat, typically scheduled on an annual basis. If I miss without proper notice three consecutive board meetings or one committee meeting, or am otherwise unable to fulfill my obligations as a board member, I will offer my resignation or request a leave of absence.

Active Participation in Major Events

I will attend Communities In Schools of Hampton Roads' major public events and fund-raisers and will actively encourage support and attendance by my friends and colleagues as well.

Public Representation

As a board member, I know that I am a de facto ambassador for the organization, and I will strive to represent the organization in the best possible ways. I will never offer myself as an official spokesperson for the organization without proper authority from the board or CEO/executive director.

Financial Support

Overall fund-raising efforts. I expect to be actively involved throughout the year in some aspect of Communities In Schools of Hampton Roads' fundraising efforts. More particularly, I will help identify and cultivate potential supporters, and I agree to make a limited number of calls on potential supporters.

Annual campaigns. I will make what is for me a substantial financial donation to Communities In Schools of Hampton Roads each year to signify that the organization is a personal philanthropic priority. At a minimum, I will make an annual commitment to give/get at least **\$1,000**. I will also work with the board chair, CEO/executive director or development director to come up with a giving plan that is reasonable for my personal situation, and I will leverage the organization's staff to help me secure sources for this level of funding.

Capital campaigns. As plans for capital or endowment fund raising are developed and approved by the board, I understand that board members are typically expected to make leadership gifts to demonstrate the board's collective commitment to achieving these goals. Although I am not making a specific capital pledge at this point, I will participate to the extent possible in any capital campaign.

Planned gifts. I understand that each trustee is encouraged to make provision for Communities In Schools of Hampton Roads in his or her estate plan, and I agree to do so for at least as long as I am a member of the organization's board.

Staff Support

I recognize the significant obligations of the staff in carrying out the organization's work, and I will do my best not to interfere with the staff's operating responsibilities.

Confidentiality and Bylaws

I understand that the board must speak with one voice, and therefore I agree not to divulge board-level discussions to others unless the board has adopted a different policy for a specific instance or issue. I have read and understand the organization's bylaws, and I agree to operate in conformity with them.

Communities In Schools of Hampton Roads' Commitment to Me

As part of the organization's execution of its mission, CIS makes the following commitment to its board members:

- We will provide you the opportunity for meaningful and rewarding service to our mission and our community;

- We will provide you in a timely way with the information you need to be an effective board member;
- We will be diligent in making the best possible use of the assets you make available to us, whether those be assets of time, wisdom, experience, relationships or money;
- We will schedule meetings in advance, and we will start and end meetings on time, unless a majority of those present at the time elect otherwise;
- We will make every effort to keep our meetings brief, relevant, interesting and productive;
- We will respond to the best of our ability to your questions and concerns;
- We will encourage your feedback and criticism; and
- We will do our utmost to be an organization of which all stakeholders can be proud.

Our Agreement

By signing this document, we acknowledge that board service implies a three-way commitment: from board members individually, board members collectively and the organization as a whole. Even though this commitment letter is non-binding in a legal sense, we understand that the organization will rely on the collective commitments of its board members in formulating its plans and executing its strategy. Furthermore, we request that the commitments in this letter be made part of our annual governance evaluation.

Signed: _____ Date: _____
Board Member

Signed: _____ Date: _____
Board Chair

Signed: _____ Date: _____
Executive Director



Conflict of Interest Disclosure

Note: For purposes herein, "affiliated persons" include the following:

- Any immediate family member
- Any corporation or organization of which you are an officer of or a partner or are, directly or indirectly, the beneficial owner of 10% or more of any class or equity securities, or
- Any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

1. Name (please print) _____
2. Have you or any of your affiliated persons (defined above) provided services (in addition to your service as a CISHR Board Member) or property to Communities In Schools of Hampton Roads in the past year? () Yes () No
If yes, please describe the nature of the services or property: _____

3. Have you or any of your affiliated persons purchased services or property from the Communities In Schools of Hampton Roads Board in the past year? () Yes () No
If yes, please describe the purchased services or property: _____

4. Please indicate whether you or any of your affiliated persons had, have, or will have any interest in any business transaction(s) in the past year to which the Community In Schools of Hampton roads Board was or is a party. () Yes () No
If yes, please describe transaction(s): _____

5. Were you or any of your affiliated persons indebted monetarily to the Communities In Schools of Hampton Roads Board at any time in the past year (other than travel advances or the like)?
() Yes () No
If yes, please describe the indebtedness: _____

6. In the past year, did you or any of your affiliated person receive, or were entitled to receive, any benefits (i.e., gifts, meals, entertainment, discounts, transportation, etc. for which fair market value was not paid by the recipient) from or as a result of your relationship with the Communities In Schools of Hampton Roads Board that in the aggregate could be valued in excess of \$1,000?



() Yes () No

If yes, please describe the benefit: _____

7. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving the Communities In Schools of Hampton Roads Board? () Yes () No
If yes, please describe the proceeding(s): _____

8. Are you aware of any other events, transactions, arrangements or other situations that you believe should be examined by the Communities In Schools of Virginia Board's director or the executive committee in accordance with the terms and intent of Communities In Schools of Hampton Roads Conflict of Interest Policy? () Yes () No

If yes, please describe the situation(s): _____

I HEREBY CONFIRM that I have read and understand the Communities In Schools of Hampton Roads Board's Conflict of Interest Policy and Questionnaire and that my responses to the above questions are complete and correct to the best of my knowledge and belief.

Signature

Date



Communities In Schools of Hampton Roads Board Member Profile

Salutation/Prefix: _____ Name: _____ Date: _____

Home Address: _____ City: _____ Zip Code: _____

Cell Phone: _____ Date of Birth: _____ Employer: _____

Title: _____ What is your occupation? _____

Work Address: _____ City: _____ Zip Code: _____

Work Phone: _____ E-Mail Address: _____

What other organizations are you involved with? _____

Spouse's Name: _____ Child's Name(s) & Ages: _____

Please send my CISofHR mail to my: home work May we contact you at work? yes no

Year first joined CISofHR board: _____ Membership on other boards: _____

Gender: _____ Race/Ethnicity: _____ Age: _____

Education level: _____

Employment sector: Public (government, school district) Private (business, corporation, foundation) non-profit retired other: _____

Professional skills area: evaluation/data finance fundraising government relations/advocacy HR/Personnel Programming Strategic Planning

Community affiliations: education higher education non-profit government health corporate community faith community philanthropic community arts legal services other: _____

Social media handles: Facebook _____ Instagram _____ Twitter _____
Other _____ May we follow you on social media? yes no

Additional information you'd like us to know: _____

