



## **Board of Directors Commitment Form**

### ***Description:***

To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Chicas Latinas de Sacramento so as to support the organization's mission and needs.

### ***Mission:***

*To make a positive impact in both the Latin and Sacramento community by improving, connecting and embracing our culture and the community in which we call our home, by giving back to our community, utilizing our people and our culture to educate, inspire, and lead.*

### ***Board Member Qualifications***

- Familiarity with the mission of Chicas Latinas de Sacramento
- Interest in planning and implementing the strategies to further the mission and promote and support Chicas Latinas' events and programs
- Availability of time to facilitate the goals of the Board

### ***General Roles and Responsibilities***

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Personnel evaluation and staff development
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

### ***Time Commitment***

Attend a minimum of 4 in-person committee meetings in a calendar year.

To attend no more than two special events or meetings per year, as they are determined.

Length of term: Two years, which may be renewed pending approval of the board.

**Board Chair/(Co-Chair):** Job Description: responsible for overseeing all Board activities. Position reports to Board of Directors.

**Approximate Hours per Month:** 10-15

### ***Specific Responsibilities:***

- Serves as the chief volunteer of the organization.
- Is a partner with the chief executive in achieving the organization's mission.
- Provides leadership to the board.
- Chairs meetings of the board after developing the agenda with the chief executive.
- Encourages the board's role in strategic planning.



- Appoints and serves as committee chair committee (as needed), in consultation with other board members.
- Serves ex officio as a member of committees, and attends their meetings when invited.
- Discusses with the chief executive issues of concern to the board or the organization.
- Helps guide and mediate board actions with respect to organizational priorities and governance.
- Monitors financial planning and financial reports.
- Plays a leading role in fundraising activities.
- Formally evaluates the performance of the chief executive; informally evaluates the effectiveness of the board members.
- Evaluates annually the performance of the organization in achieving its mission.
- Signs checks that have been approved.

#### ***Vice Chair***

- Successor to the Chair.
- Reports to the Chair.
- Performs Chair responsibilities when the Chair cannot be available.
- Works closely with the Chair and other staff.
- Participates closely with the Chair to develop and implement officer transition plans.

#### ***Committee Chair***

- Ensures that committee members have the information they need to do their jobs.
- Oversees the logistics of committee operations.
- Reports to the board's Chair.
- Reports to the full board on committee decisions/recommendations.
- Works closely with the chief executive and other staff as agreed to by the chief executive.
- Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
- Initiates and leads the committee's annual evaluation.

#### ***Secretary***

- Maintains records of the board and ensures effective management of organization's records.
- Manages minutes and ensures minutes are distributed to members shortly after each meeting.
- Is sufficiently familiar with legal documents (e.g. articles, by-laws, IRS letters) to note their applicability during meetings.
- Signs checks that have been approved.

#### ***Treasurer***

- Manages the finances of the organization.
- Administers fiscal matters of the organization.
- Provides the annual budget to the board for approval.
- Ensures development and board review of financial policies and procedures



## BOARD MEMBER COMMITMENT FORM

*Chicas Latinas de Sacramento board members are volunteers tasked with financial oversight and support of the mission to inspire change and make a positive impact in the Sacramento Latino Community by improving, connecting, and embracing, our culture and community in which we call our home.*

### BOARD MEMBER DUTIES SHALL INCLUDE:

- Attend a Board Essentials training to learn best practices of board service. Provided by The Impact Foundry (cost paid by board member)
- Attend monthly meetings (occurring 1<sup>st</sup> Tuesday of each month – as needed)
- Serve on one committee (meeting schedule determined by committee members)
- Participate in fundraising efforts
- Buy sponsorships to our events (each board member is required to either sponsor or fill a table/team at a minimum of one event per year)
- Serve as an ambassador for the organization in the community
- Recommend policies related to the development and renewal of the mission
- Ensure ongoing strategic planning and evaluation of programs
- Ensure stewardship of the organization's resources
- Review and vote on annual budget for the agency
- File an annual conflict of interest statement

*I have read the responsibilities of members of Chicas Latinas de Sacramento Board of Directors and pledge to fulfill them to the best of my abilities.*

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

### **Required Information:**

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

Address: \_\_\_\_\_

Office/Home Phone: Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Board Position: \_\_\_\_\_